

POSITION DESCRIPTION

Position Title:	Regional Arts Officer
Classification	Identified Indigenous preferred position
Division:	Regional Arts Services Network (RASN) – Cairns and Surrounds
Location:	Cairns, FNQ
Award/Classification	Fixed Term Contract, part-time (0.5FTE (19 hours per week) – 3.5 Years, \$40,000 plus superannuation and annual leave

1 POSITION OBJECTIVE

Work with key staff in Regional Development Australia Tropical North (RDATN) and stakeholders in Cairns, Cassowary Coast, Tablelands, Yarrabah, and Etheridge to plan, manage and deliver key capacity building and facilitation initiatives to support and develop regional arts services for the wider Cairns and Surrounds region.

To lead regional arts activation with the local arts sector, communities and partners.

Regional Arts Officers will build and maintain regional arts networks, coordinate seed funding for regional activities with matched funding partnerships, liaise with local council and build the capacity of arts officers and panels, support arts sector capacity to meet regional priorities, and provide a liaison point for key stakeholders such as education providers, arts organisations or Local Arts Councils.

2 POSITION REQUIREMENTS

2.1 Qualifications, Experience, Licences and Skills

- Excellent knowledge and experience of regional settings and Aboriginal and Torres Strait Islander arts and cultures with 3-5 years' experience in regional arts, arts/cultural management, producing cultural events or in a similar role.
- Demonstrated organisational skills, strong attention to detail and the ability to effectively manage competing priorities and logistical demands of a cultural program including developing and monitoring multiple events and budgets.
- Demonstrated communication skills with a demonstrated ability to develop and manage partnerships and strong internal and external relationships.
- Tertiary qualifications in Arts Management, Creative Industries, or similar, or an equivalent combination of relevant experience and/or education/training.

2.2 Training

- Training will be provided as required.
- The incumbent may be required as part of this position to attend professional development opportunities.

2.3 Workplace Standards

- Compliance with RDATN's Code of Conduct, Corporate Policies and Procedures.
- Provision of high level of customer service satisfaction and quality of service to internal and external customers.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Not disclose or use confidential information other than in appropriate situations with duly authorised persons.
- Be impartial in all activities undertaken in this role.

- Not engage in other employment or contact work that may result in a direct or indirect conflict of interest with RDATN
- Promote and maintain a positive, professional image for all activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Conduct all business transactions in an ethical, friendly, efficient and professional manner.
- Contribute toward the efficient and effective operation of RDATN's overall operations.
- Must be willing to travel in connection with the position.

2.4 Workplace Health and Safety

- Complying with RDATN's Workplace Health and Safety Management System.
- Complying with all documented Workplace Health and Safety Policies, Procedures, work and verbal instructions issued by RDATN and its officers.
- Following procedures in the areas of hazard and risk management and injury prevention strategies.
- Maintaining a safe and healthy work environment.
- Performing all work and associated functions in a safe manner.
- Identifying hazards, conducting risk assessments and taking corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedure.
- Reporting and assisting with the investigation of all incidents within the workplace, including minor injuries, near hit and property damage.
- Attending any tool box talks or specific training supplied by RDATN.
- Working in a manner that will not endanger themselves, other employees or the public.
- Being familiar with the location of first aid treatment areas, fire protection facilities and evacuation procedures.
- Report any concerns for WH&S to your supervisor.

3 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

- Empowering the region in determining arts and cultural priorities and where government investment is best directed.
- Facilitating and delivering community arts and cultural development programs that enhance local and visitor engagement with Queensland's arts and cultural offering.
- Foster a strong community of arts, including partnerships with community, industry, government, and the private sector by building and maintain regional arts networks and participate in cross sector networking opportunities.
- Increasing Queensland's application and success rates in securing arts funding across all levels of government and the private sector.
- Facilitating and brokering training and capacity building opportunities for the arts sector that align with regional priorities and support artists and arts workers with industry advice including access to external grants or referrals to appropriate services.
- Increasing opportunities for Aboriginal and Torres Strait Islander artists and communities, and maintain appropriate cultural engagement strategies including observing local protocols when working alongside Aboriginal and Torres Strait Islander peoples.
- Preparing and submitting key project documents, as prescribed by Arts Queensland, to RDATN by the dates indicated in the RASN Agreement.
- Developing and delivering the RASN program for Cairns, Cassowary Coast, Yarrabah, Tablelands and Etheridge Shire Region (Cairns and Surrounds).
- Collaborating closely with the RASN Manager and other Regional Arts Officers for the Far North Queensland Region to identify strategic opportunities for program and partnership collaboration in order to maximise the investment the region.
- Work closely with other RASN providers across the State, including the RASN Office.

4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- The position reports directly to the RASN Regional Arts Manager.
- Liaises with all staff, Government Departments, Consultants, Contractors and the general public

5 EXTENT OF AUTHORITY

- Designated Procurement Delegation as per the RDATN Purchasing Policy.
- The incumbent will take responsibility for decision making outcomes, directly related to their primary objectives and key duties.

6 SELECTION CRITERIA

6.1 Essential

- SC1.** Excellent knowledge and experience of regional settings and Aboriginal and Torres Strait Islander arts and cultures with 3-5 years' experience in regional arts, arts/cultural management, producing cultural events or in a similar role.
- SC2.** Demonstrated organisational skills, strong attention to detail and the ability to effectively manage competing priorities and logistical demands of a cultural program including developing and monitoring multiple events and budgets.
- SC3.** Demonstrated communication skills with a demonstrated ability to develop and manage partnerships and strong internal and external relationships.
- SC4.** Tertiary qualifications in Arts Management, Creative Industries, or similar, or an equivalent combination of relevant experience and/or education/training.

7 KEY PERFORMANCE INDICATORS

- Key performance indicators will be developed in line with Arts Queensland funding agreement and the successful candidates experience and development levels.

8 OTHER INFORMATION

- RDATN is an equal opportunity employer.
- This position description will be subject to change from time to time as RDATN's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.

Manager/Supervisor: Regional Arts Manager

Incumbent's Name _____

Incumbent's Signature _____

Dated: _____

Approved By: _____

Dated: _____

Chief Executive Officer