

## JOB AND PERSON SPECIFICATION

Title of Position:	Events Coordinator, Arts Programs
Remuneration:	ASO 4
Type of Appointment:	Full Time Contract
Term of contract:	Fixed Term 12 months
Line Management:	Manager, Arts Programs

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## Job and Person Specification Approval



07/05/2018

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Chief Executive  
Carclew Inc.

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## ORGANISATION SUMMARY:

Carclew's vision is: A CREATIVE STATE and its mission to ignite the arts and kick start careers for young South Australians. We believe children and young people are, innately, analysts, commentators, problem solvers, collaborators, and critical thinkers who bring curiosity and imagination to their art making.

All staff are engaged for whole-of-organisation purpose to meet the following goals:

### Goal #1 Leadership

Anticipate and create the future as a benchmark organisation

### Goal #2 Artistic Vibrancy

Be ambitious, relevant and responsive

### Goal #3 Presence

Be recognised as an important and integral part of SA cultural life

### Goal #4 Accountability

Ensure strong governance, sound finances and great people

All Carclew staff are subject to the Carclew Employment Clearance for Working with Children Policy as a condition of employment. All Carclew staff must comply with organisational policies and procedures.

## **POSITION SPECIFICATION**

### **1. Summary of the position**

The Events Coordinator, Arts Programs, works collaboratively across Carclew to deliver events and functions, which meet organisational purpose and strategic objectives. The Events Coordinator, Arts Programs, undertakes detailed events administration and logistic coordination of events and functions. The Events Coordinator assumes event leadership at time of delivery with reference to agreed lines of authority. All Carclew staff undertake internal and external mentoring.

### **2. Work Level Definition**

#### **WORK LEVEL 4 (ASO4)**

Duties at the fourth level require responsibility for particular function(s) within an agency. They contribute a demonstrated level of knowledge/experience and will be expected to operate with a degree of autonomy.

The work at this level requires that application of knowledge usually gained through previous experience in the discipline or else from post secondary or tertiary study. In addition, duties will either contribute knowledge to agency program activities or to policy; or a combination of both. They require the use of skills and techniques appropriate to the work discipline.

The work may require either the co-ordination of a range of agency functions or the identification of potential or desired outcomes. The work may require the contribution of critical knowledge or skills and the exercising of judgements and/or delegated authority in areas where precedents or procedures are not clearly defined. The duties may have impact that extends to the community and other agencies and may have significant day to day administrative responsibilities within an agency.

### **3. Reporting/Working Relationships**

The Events Coordinator, Arts Programs, reports to the Senior Manager, Arts Programs, through the Manager, Arts Programs, and works closely with Arts Program and Marketing and Development staff and volunteers.

### **4. Key accountability and functions**

#### **4.1 Events Project Delivery**

- Develop project plans for events, including roles and responsibilities and risk assessment
- Develop and implement specific creative event programming in line with the event brief
- Liaise with Marketing and Development to promote events
- Engage and oversee casual project staff
- Coordinate the placement of volunteers, work experience and others
- Brief and debrief staff and volunteers for a smooth delivery of event
- Contribute to financing plans in consultation with Manager, Arts Programs
- Contribute to consultation processes which reflect the ethos of the organisation
- Lead event evaluation
- Negotiate contracts for services and maintain budgets
- Contribute to the servicing of program delivery partnerships

- Ensure all events are delivered in a safe and efficient manner in line with Carclew's policies and procedures
- Mentor emerging artswriters
- Other duties as required

#### **4.2 Finance and Administration**

- Contribute to the development of budgets and deliver events within budget
- Coordinate the engagement of all contractors, artists, suppliers and volunteers involved in the delivery of events with support from the Manager, Arts Programs and Leadership Team
- Contribute to project acquittals
- Data collection and management
- Contribute to internal and external reporting

### **PERSON SPECIFICATION**

#### **ESSENTIAL**

##### **Knowledge/Skills/Abilities/Personal Attributes**

- Proven experience in event planning and delivery
- Ability to liaise and negotiate with a range of staff, partners, volunteers and the general public
- Experience in consultation with stakeholders which is authentic and genuine
- Experience in working with multi-disciplinary groups
- Commitment to working directly with children and young people in program development
- Ability to work unsupervised
- Budget development and management
- Confident working with technical equipment
- Clear and effective verbal and written communication
- Must possess drive, enthusiasm, persistence and creativity
- Well-developed organisation and planning skills including excellent attention to detail
- The appointee will be required provide a Relevant Screening Certificate for working with children

#### **DESIRABLE**

##### **Knowledge/Skills/Abilities/Personal Attributes**

- Experience with volunteer programs
- An understanding of issues impacting on metro and regional South Australia
- Knowledge of national and international trends in the arts, specifically youth arts
- Knowledge of emerging and current technology and equipment
- Current First Aid Certificate

#### **SPECIAL CONDITIONS**

- Some out of hours work is required
- Regional travel within South Australia

- Overtime is not applicable however time off in lieu can be accrued (up to 10 hours) over a four week period and must be taken within the next four week period
- Driver's Licence essential

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**Acknowledged by Incumbent** \_\_\_\_\_ **Date** \_\_\_\_\_

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