

JOB AND PERSON SPECIFICATION

Title of Position: Manager, Arts Projects
Remuneration: ASO 5
Type of Appointment: Full Time Contract (37.5 hours per week)
Term of contract: Fixed term 12 months
Line Management: Senior Manager, Arts Programs

Job and Person Specification Approval



..... 02/09/2019
Chief Executive
Carclew Inc.

Directions 2019- 2021

Vision:

All children and young people have cultural and creative confidence to positively navigate the changing world.

Mission

Embed creativity in communities, schools and careers.

Goals

- Goal #1 *Anticipate and create the future as a leader in youth arts*
- Goal #2 *Create ambitious and transformative arts programs*
- Goal #3 *Extend access, inclusion and diverse representation in all that we do*
- Goal #4 *Establish creative participation as vital to wellbeing*
- Goal #5 *Have strong governance, sound finances and great people*

POSITION SPECIFICATION

1. Summary of the position

The Manager, Arts Programs, works collaboratively across Carclew providing leadership within arts programs to contribute to the implementation of organisational purpose and strategic objectives. The Manager, Arts Programs, oversees project staff and the planning and delivery of projects. The Manager, Arts Programs, contributes to servicing organisational partnerships and evaluation and implementation of new initiatives. Carclew staff undertake formal and informal mentoring.

2. Work Level Definition

WORK LEVEL 5 (ASO5)

Work Level Definitions Duties at the fifth level demand demonstrated experience and competence in the appropriate discipline(s). Important features will include the level of responsibility for decision-making; the exercise of judgement and delegated authority; the provision of expert advice, consultation and assistance relevant to the discipline(s) involved.

Duties will work under limited direction and be identified by the impact on the activities undertaken. This may include outcomes achieved by the agency, or the functions and/or activities undertaken by other agencies and/or the impact on sections of the community served by the agency.

3. Reporting/Working Relationships

The Manager, Arts Programs, reports to the Chief Executive through the Senior Manager, Arts Programs, and is responsible for the arts program staff under term contracts and casual employment contracts.

4. Key accountability and functions

3.1 Project Management

- Contribute to adventurous arts programming including consideration of contemporary technology.
- Contribute to financing plans in consultation with Senior Managers
- Contribute to consultation processes which reflect the ethos of the organisation
- Oversee project planning, delivery and evaluation
- Engage and oversee project staff
- Service program delivery partnerships
- Contribute to relevant reference groups and committees
- Mentor emerging arts workers
- Other duties as required.

3.2 Finance and Administration

- Manage arts program budgets.
- Prepare financial variance reports
- Data management
- Preparing schedules and risk management plans
- Prepare Results Based Accountability evaluation plans and reports for projects
- Prepare project funding proposals and applications
- Prepare project acquittals
- Prepare artist contracts
- Oversee project administration
- Contribute to internal and external reporting

PERSON SPECIFICATION

Essential Requirements

Knowledge/Skills/Abilities/Personal Attributes

- Ability to liaise and negotiate with a range of staff, partners and the general public.
- Experience in consultation with stakeholders which is authentic and genuine.
- Extensive experience in the management and delivery of a broad cross-section of arts activity.
- Experience in supervising and working with multi-disciplinary groups.
- Commitment to working directly with children and young people in program development
- Budget development and management.
- Experience in preparation of funding submissions and acquittals
- Experience in developing and managing operational systems and processes
- Clear and effective verbal and written communication
- Must possess drive, enthusiasm, persistence and creativity
- Proven commitment and passion for working with and for children and young people in the arts.
- The appointee will be required to provide a Relevant Screening Certificate for working with children and undertake Reporting Abuse and Neglect Training
- The appointee will be required to complete a pre-employment declaration form prior to commencement.

Desirable Requirements

Knowledge/Skills/Abilities/Personal Attributes

- An understanding of issues impacting on metro and regional South Australia
- Knowledge of national and international trends in the arts, specifically youth arts
- Experience in working in education settings
- First Aid Certificate

Special Conditions

- Out of hours work may be required
- Inter and intra state travel may be required
- 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 License is essential

Acknowledged by Incumbent _____
