

## JOB AND PERSON SPECIFICATION

Title of Position: Project Officer, Arts Program  
Remuneration: ASO 3  
Type of Appointment: Part Time Contract, 0.6 FTE  
Term of contract: Fixed Term 12 months  
Line Management: Manager, Arts Programs

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## Job and Person Specification Approval



27/03/2019

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Chief Executive  
Carclew Inc.

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## ORGANISATION SUMMARY:

Carclew is South Australia's only multi-art form and cultural organisation dedicated to artistic outcomes by and for people aged 26 and under. It provides young people with opportunities to try different art forms, supports emerging artists to develop their craft and advocates for youth arts practice.

### 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 all that we do
- Goal #4 Establish creative participation as vital to wellbeing
- Goal #5 Have 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 Project Officer, Arts Programs, works collaboratively across Carclew to deliver music projects, which contribute to the implementation of organisational purpose and strategic objectives. The Project Officer, Arts Programs contributes to project planning and implementation including budgets and staffing.

All Carclew staff undertake internal and external mentoring.

### **2. Reporting/Working Relationships**

The Project Officer, Arts Programs, reports to the Manager, Arts Programs and works closely with Carclew staff under term contracts and casual employment contracts.

The Manager, Arts Programs reports to the Senior Manager, Arts Programs.

### **3. Key accountability and functions**

#### **3.1 Project Coordination**

- Contribute to adventurous arts programming including consideration of contemporary technology.
- Support program and events coordinators on development and delivery of projects
- Contribute to financing plans
- Contribute to consultation processes which reflect the ethos of the organisation
- Contribute to project planning, delivery and evaluation
- Engage and oversee casual project staff in line with Carclew delegated authorities
- Mentor emerging artsworkers
- Other duties as required.

#### **3.2 Finance and Administration**

- Assist in monitoring project budgets.
- Contribute to project funding proposals and applications
- Contribute to project acquittals
- Data collection and management
- Prepare artist contracts
- Contribute to project administration
- Contribute to internal and external reporting

## **PERSON SPECIFICATION**

### **ESSENTIAL**

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

- Demonstrated experience in delivery of music education projects.
- Knowledge of South Australian education environment/systems and processes
- Knowledge of the contemporary music industry
- Ability to liaise and negotiate with a range of staff, partners and the general public
- Experience in consultation with stakeholders that is authentic and genuine
- Experience with online data management systems
- Experience in working with multi-disciplinary groups
- Commitment to working directly with children and young people in program development
- 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 provide a Relevant Screening Certificate for working with children

### **DESIRABLE**

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

- Experience in project development and budgets
- Experience in delivery of a broad cross-section of arts activity
- An understanding of issues impacting on metro and regional South Australia.
- Knowledge of national and international trends in the arts, specifically youth arts
- Current First Aid Certificate

### **SPECIAL CONDITIONS**

- The appointee will be required to complete a pre-employment declaration for prior to commencement
- The appointee will be required to undertake Responding to Abuse and Neglect – Education Care (RAN-EC) training
- The appointee will be required to complete the South Australian Government Code of Ethics Online Awareness Program
- Some out of hours work may be required
- Regional travel within South Australia 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 Licence essential

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

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