

## JOB AND PERSON SPECIFICATION

Title of Position:	Senior Manager, Arts Programs
Remuneration:	ASO 6
Type of Appointment:	Full Time Contract
Term of contract:	Fixed Term 24 months
Line Management:	Chief Executive

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## Job and Person Specification Approval



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Chief Executive  
Carclew Inc.

Date 18 / 11 / 2021

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## CARCLEW DIRECTIONS 2021-24

### Vision

A curious, connected, creative world.

### Mission

Transform young lives through creativity.

### Objectives

1. We design and deliver arts programs that make a difference.
2. We make access, equity and inclusion central to all we do.
3. We demonstrate and champion the importance of creative participation.
4. We have strong governance, sound finances, great people.

### Five Guiding Principles

1. Cultural expression is a human right.
2. Creative participation is essential to growth and development.
3. Creativity is vital to learning in schools and communities.
4. Investment in creativity benefits industries and careers.
5. Vibrant cultural diversity underpins a healthy inclusive society.

## POSTION SPECIFICATION

### 1. Summary of the position

The Senior Manager, Arts Programs, is a member of the Leadership Team, which leads development and implementation of whole-of-organisation strategic planning and delivery. The Leadership Team leads by example.

The Senior Manager, Arts Programs, is responsible for leading and supporting the Arts Program team to develop, implement and deliver a responsive and innovative arts program which responds to the organisational strategic directions and goals.

The Senior Manager, Arts Programs, will work collaboratively with the Chief Executive to explore and establish partnerships, funding and other resources.

The Senior Manager, Arts Programs, leads organisation research and evaluation to support the development of evidence based reports and documentation.

All Carclew staff undertake internal and external mentoring.

### 2. Work Level 6 (ASO6) Definition

Duties at this level control and/or co-ordinate projects or programs within an agency in accordance with corporate goals, and require the development, implementation and evaluation of agency activities. Duties require significant levels of discipline knowledge and competence and the work is an extension of the previous level.

The scope of the duties may influence state, regional or local office operations, and require a significant level of responsibility and decision making; the exercise of judgement and delegated authority; the provision of expert advice, consultation and assistance; and policy advice relevant to the discipline involved under broad direction.

### 3. Reporting/Working Relationships

The Senior Manager, Arts Programs, reports to the Board through the Chief Executive, attends Board meetings and is a member of the Leadership Team. In the absence of the Chief Executive, the Senior Manager, Arts Programs, contributes to an organisational leadership team established for the period.

The Senior Manager, Arts Programs, supervises the Managers, Arts Programs, and through them their program, project and casual staff.

The Senior Manager, Arts Program, will from time to time directly supervise staff responsible for the establishment of new projects.

### 4. Key accountability and functions

- Research and develop the arts program to meet organisational vision, mission and goals
- Contribute to the effective delivery of the Strategic Plan
- Oversee delivery and review of annual arts program
- Lead development and delivery of new projects

- Budget forecasting, monitoring and reporting
- Supervise arts program staff
- Manage arts program staff recruitment and contracting
- Lead project partner relationships, collaborations and development
- Ensure appropriate acquittal of all project funding and all reporting requirements are met
- Oversee risk assessment and WHS compliance in arts program delivery
- Contribute to marketing and fundraising planning
- Contribute to staff performance reviews
- Explore and establish partnerships, funding and other resources in line with the Strategic Plan
- Contribute to a safe working environment free from discrimination
- Contribute to long term strategic planning with staff and Board
- Develop, implement and review organisational evaluation plan
- Represent the organisation
- Other duties as required

## PERSON SPECIFICATION

### ESSENTIAL

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

- Tertiary qualifications in arts management, arts practice or a related discipline with relevant industry experience
- Knowledge of national and international trends in the arts, specifically youth arts.
- 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.
- Extensive experience in arts management and delivery of a broad cross-section of arts activity.
- Excellent negotiation skills and extensive experience in negotiating fees and contractual arrangements.
- Strong financial management and the ability to establish and maintain associated business systems
- Experience in supervising and working with multi-disciplinary groups.
- Commitment to working directly with children and young people in program development
- Excellent strategic planning, research, analysis and reporting skills
- A collaborative and flexible approach to problem solving and information sharing Budget development and management.
- Experience in identifying and preparing of funding submissions, reports and acquittals
- 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 early career development and or training
- An understanding of community cultural development
- Experience working in Aboriginal and Torres Strait Islander arts and or communities
- Knowledge of the education sector
- An understanding of issues impacting metro and regional South Australia.
- An understanding of Work Health & Safety legislation
- Current First Aid Certificate

### SPECIAL CONDITIONS

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