

JOB AND PERSON SPECIFICATION

Title of Position:	Coordinator, Arts Programs
Remuneration:	ASO 4
Type of Appointment:	Part Time Contract 0.6FTE (22.5 hours per week)
Term of contract:	Fixed Term 12 months
Line Management:	Manager, Arts Programs

Job and Person Specification Approval



..... (04/07/2022)
Chief Executive
Carclew Inc.

CARCLEW DIRECTIONS 2021-24

Vision

A curious, connected, creative world

Mission

Transform young lives through creativity.

Objectives

1. We design and deliver 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.

Guiding Principles

Cultural expression is a human right

Creative participation is essential to growth and development

Creativity is vital to learning

Investment in creativity benefits industries and careers

Vibrant cultural diversity underpins a healthy inclusive society

POSITION SPECIFICATION

1. Summary of the position

The Coordinator, Arts Programs, works collaboratively across Carclew to deliver arts projects that contribute to the implementation of organisational purpose and strategic objectives. The Coordinator, Arts Programs, assists in the delivery of arts projects and contributes to project planning and implementation including budgets and staffing.

This position has a particular focus on supporting First Nation artists and consultation processes pertaining to working with Aboriginal and Torres Strait Islander stakeholders in schools and communities.

All Carclew staff undertake internal and external mentoring.

All Carclew staff are subject to undertaking a DHS Working with Children Check. All Carclew staff must comply with organisational policies and procedures.

2. ATSI Identified Position

This position is only open to Aboriginal or Torres Strait Islander applicants.

Carclew considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under sub-section 56(2) of the Equal Opportunity Act 1984 (SA). Further, the filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and section 65 of the Equal Opportunity Act 1984 (SA).

3. 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.

4. Reporting/Working Relationships

The Coordinator, Arts Programs, reports to the Manager, Arts Programs and works closely with arts project staff.

5. Key accountability and functions

5.1 Project Delivery

- Contribute to adventurous arts programming including consideration of contemporary technology
- Contribute to consultation processes that reflect the ethos of the organisation
- Contribute to and support Carclew's First Nations consultation across South Australia's many diverse Aboriginal Nation Groups.
- Contribute to and support Carclew's First Nations programs and initiatives
- Lead project planning, delivery and evaluation
- Identify and appoint appropriate artists to projects
- Contribute to the servicing of program delivery partnerships and key stakeholder relationships
- Engage and oversee casual project staff
- Mentor emerging arts workers
- Other duties as required

5.2 Finance and Administration

- Contribute to the development of project budgets and financial variance reports
- Prepare project funding proposals, applications and acquittals
- Data collection and management for evaluation processes
- Prepare artist contracts and stakeholder agreements
- Provide project administration
- Contribute to internal and external reporting

PERSON SPECIFICATION

ESSENTIAL

Knowledge/Skills/Abilities/Personal Attributes

- Experience and knowledge working with First Nations artists, communities and programs
- Demonstrated experience in diplomatic, respectful and culturally sensitive communication
- Ability to liaise and negotiate with a range of staff, partners, teachers, students, artists and members of the general public
- Experience in project delivery
- 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 skills
- Must possess drive, enthusiasm, initiative, accountability and creativity
- Proven commitment and passion for working with and for children and young people in the arts and/or education
- The appointee will be required to have a relevant Working with Children Check

DESIRABLE

- Previous experience working within an arts or cultural discipline
- An understanding of issues impacting young people and/or First Nations communities across metro and regional South Australia
- Experience in preparing content for publications and website
- Current First Aid Certificate

SPECIAL CONDITIONS

- This position is only open to Aboriginal or Torres Strait Islander applicants.
- 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

Acknowledged by Incumbent _____ **Date** _____
