

JOB AND PERSON SPECIFICATION

Title of Position:	Program Coordinator, First Nations Programs
Remuneration:	ASO 3
Type of Appointment:	Full Time Contract (37.5 hours per week)
Term of contract:	Fixed Term 2 Years
Line Management:	Manager, First Nations Programs

Job and Person Specification Approval

Mimi Crowe

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Chief Executive

Carclew Inc.

About Us

Carclew is the home of youth arts and creativity. It connects all children and young people to a world of creative possibilities, as artists, learners and audiences. As Australia's largest multi-artform cultural institution dedicated to children and young people, Carclew is a vital part of Australia's youth arts and arts sector.

We are at a time of unprecedented growth. Driven by our core value to have the greatest impact on the greatest number, we have an ambitious path to amplify and elevate the youth arts sector in Adelaide, South Australia and nationally.

Carclew is both an Incorporated Association and Public Authority within the Department for Education.

First Nations voices and values are at the centre of all Carclew does. Through our commitment to First Nations children, artists and communities, we aim to ensure a safe space to learn and educate, inspire awareness and respect, and help to develop the cultural leaders of tomorrow. **Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**

About the role

The Program Coordinator, First Nations Programs, works within the Aboriginal Arts Programs and wider Arts Programs teams, to delivery projects with Aboriginal and Torres



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of South Australia

Strait Islander children, young people, and emerging artists. These include Culture Beats, Gig Rig, and new programs in development with external stakeholders.

The position works closely with the Manager, First Nations Programs, as well as other Arts Programs staff, and the Marketing and Administration teams. The incumbent is required to develop and maintain stakeholder relationships, adhere to administrative policies and processes, have high organisational and time management skills.

This is a public sector position offered at an ASO3 for an initial 2-year contract.

About you

We are looking for an energetic, professional, driven creative coordinator who is connected to First Nations communities, organisations, artists, creatives and cultural practice. With a 50-year history, which is richly engaged with First Nations artists, arts workers and communities, we know experiences with Carclew are formative. We are looking for a team player who will support the Manager, First Nations Programs in project planning and delivering strategic initiatives. For someone who is passionate about children and young people's engagement with art and creativity. For someone who is passionate about supporting, developing and presenting First Nations early career artists and creatives in all fields as they move beyond Carclew's walls.

Work Level Definition - Work Level 3 (ASO3)

Work at the third level requires previous experience and particular knowledge or skills in order to undertake work, which either requires responsibility for a range of functions or else requires interpretation and detailed knowledge of standard procedures and practices; or a combination of both. Duties are required to contribute expertise to resolve issues within a day-to-day environment for which there may not be clearly established procedures.

General features of duties at this level indicate the use of knowledge, judgement and work organisation skills acquired through previous employment or through post-secondary education. Duties may involve a range of work functions or contribute to interpretation and administration of matters for which there are clearly established practices or procedures.



Key accountability and functions

Project Delivery

- Contribute to high quality, professional programming, supporting the Manager First Nations Programs.
- Contribute to and support Carclew's First Nations consultation across South Australia's many diverse Aboriginal and Torres Strait Islander communities and groups.
- Contribute to and support Carclew's First Nations programs and initiatives through project planning, delivery and evaluation.
- Oversee casual project staff in line with Carclew delegated authorities.
- Liaise with project partners.
- Supporting emerging arts workers.
- Other duties as required.

Finance and Administration

- Assist in monitoring arts project budgets.
- Provide administrative and project support to First Nations advisory groups or other key First Nations bodies created to deliver projects and programs.
- Contribute to project funding proposals and applications.
- Contribute to project acquittals.
- Data collection and management.
- Prepare artist contracts.
- Contribute to project administration, including scheduling.
- Contribute to internal and external reporting.

PERSON SPECIFICATION

ESSENTIAL

Knowledge/Skills/Abilities/Personal Attributes

- Knowledge and experience working with First Nations artists, communities and programs.
- Demonstrated experience in diplomatic, respectful and culturally sensitive communication and value of cultural safety.
- Ability to liaise and negotiate with a range of staff, partners, teachers, students, artists and members of the general public.
- Experience in project delivery including high levels of organisation and administrative skills.
- Commitment to working directly with children, young people and communities in program development.
- Clear and effective verbal and written communication skills.
- Must possess drive, enthusiasm, initiative, accountability and creativity.
- The appointee will be required to have a relevant Working with Children Check and RRHAN-EC Certification



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
- Knowledge of the local, state and national First Nations Arts Sector
- Experience in preparing content for publications and website
- Current First Aid Certificate
- Driver's License (highly desirable)

SPECIAL CONDITIONS

- This position will ideally suit Aboriginal or Torres Strait Islander applicants personal experience and a direct cultural connection. First Nations applicants are strongly encouraged to apply.
- Some out of hours work is required
- Some regional and remote travel within South Australia is required

