



11 Jeffcott Street, Karna Country
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carclew.com.au
ABN 96 610 149 393

JOB AND PERSON SPECIFICATION

Title of Position: Creative Learning and Engagement Officer
Remuneration: ASO 3
Type of Appointment: Part-Time Contract 0.8 (30 hours per week)
Term of contract: Fixed Term 2 years
Line Management: Manager, Schools (Arts Programs)

Job and Person Specification Approval

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 staff are holders of an important 50-year legacy in South Australia and at a point of renewal and revitalisation. We are looking for team members committed to seeing Carclew deliver impact and opportunity for children and young people for the next half-century.

Carclew is a not-for-profit organisation incorporated under the *Associations Incorporation Act 1985*. Carclew is also Public Authority under the Department for Education and has a role in dispersing State government funds through Carclew grant programs. The Minister appoints the Chair of the Board and each of the Board members.

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.



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About the role

The Creative Learning and Engagement Officer contributes to shaping and delivering dynamic arts programs that inspire children and young people through art and ideas. They collaborate in crafting engaging arts programs for children and young people, educators, schools and artists, including exhibitions and workshops, while also driving the creation of valuable learning resources. This role is critical in the successful delivery of the Carclew in Schools program, ensuring high-quality arts experiences that enrich learning and foster creativity within educational settings. The Creative Learning and Engagement Officer plays a crucial role in enhancing relationships with First Nations artists and other artists, including their engagement with Creative Learning programs and projects. They contribute to the coordination of financial, administrative, evaluation and reporting aspects of Creative Learning projects and programs.

Carclew is committed to creating a welcoming, respectful, culturally safe and non-discriminatory environment that centres voices from underrepresented communities. We strongly encourage First Nations peoples to apply and join us in shaping the future of the contemporary arts sector.

About You

You are a motivated arts administrator and/or arts educator with a commitment to providing children and young people opportunities as artists, learners and audiences through professional artist-led and learner-led artistic programming. You understand the pivotal role art and professional artists in developing children and young people's creativity and are enthusiastic about supporting the development of First Nations artists and other artists working with children and young people. You think laterally about where art and creativity happen, and understand that planning, reporting and evaluation is fundamental for successful outcomes.

WORK LEVEL DEFINITION – WORK LEVEL (ASO 3)

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.



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REPORTING/WORKING RELATIONSHIPS

The Creative Learning and Engagement Officer reports to the Manager, Schools (Arts Programs). They work collaboratively as a member of the Creative Learning team and closely with Arts Programs, Marketing, Administration and external artists. They liaise with educators, schools, partner organisations and broad audiences including children and young people.

Key accountability and functions

1. Project Delivery

- Contribute to the development and delivery of Creative Learning programs, including exhibitions and workshops.
- Contribute to research, preparing Creative Learning program copy and the development of resources for educators and artists.

2. Finance and Administration

- Prepare and monitor budgets.
- Process and code invoices.
- Prepare contracts and MOUs for schools, partners, and artists.
- Monitor and respond to email and phone enquiries relevant to Creative Learning.
- Assist with Creative Learning program bookings.
- Other duties as required.

3. Evaluation and Reporting

- Monitor, collate and evaluate statistical records relevant to Creative Learning programs.
- Collate information for stakeholders, acquittal reports, grant applications and publications.

4. Artist Engagement

- Contribute to and support Carclew's First Nations consultation across South Australia's many diverse Aboriginal and Torres Strait Islander communities and groups.
- Identify, encourage and facilitate First Nations artists' and other artists engagement with Creative Learning programs as teaching artists.
- Identifying training, access and support needs of First Nations teaching artists' and other artists as working within Creative Learning programs.
- Contribute to the development of training and mentorship programs for teaching artists working within Creative Learning programs, with a particular focus on First Nations artists.





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PERSON SPECIFICATION

Essential

- Experience as an arts administrator or arts educator.
- Demonstrated experience in delivering innovative artist-led and child-led learning programs, including workshops, training and exhibitions.
- Knowledge and experience working with First Nations artists, communities and programs.
- Demonstrated experience in arts writing and/or arts education writing.
- Ability to liaise and negotiate with a range of staff, educators, artists, partners and community.
- Clear and effective verbal and written communication.
- Well-developed organisation and planning skills including excellent attention to detail.
- Ability to work unsupervised and use initiative.
- Possess drive, enthusiasm, persistence, creativity and commitment to reconciliation.

Desirable

- Tertiary qualifications in Arts Administration; Arts Education; Curatorial, Cultural Heritage or Museum Studies.

SPECIAL CONDITIONS

- Some out of hours work is required.
- Regional travel within South Australia may be required.
- Driver's Licence essential.
- The appointee will be required to have a relevant Working with Children Check and RRHAN-EC Certification.



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