



Southern Tablelands Arts

Position Description

Regional Arts Development Officer

Full time position

Location: Goulburn

Salary: \$70 000 pa plus super and use of vehicle

Overview

Southern Tablelands Arts is one of 14 locally driven Regional Arts Boards across NSW and is funded by Art NSW and the eight Local Government Areas of, Boorowa, Goulburn Mulwaree, Queanbeyan, Palerang, Upper Lachlan, Wingecarribee, Wollondilly and Yass Valley

Southern Tablelands Arts' mission is to increase support for, participation in, and benefits from arts and cultural development for the communities of the Southern Tableland Region.

The successful applicant will have excellent administration and management skills, be self-motivated and have extensive knowledge of the not-for-profit arts sector or similar environment together with the ability to work with a diverse range of individuals and groups across a broad section of the community. The position requires good interpersonal skills, understanding of arts, the ability to drive cultural development and experience working with government funding bodies. Experience working in a regional context and/or with Aboriginal communities would be an advantage.

Reporting to the Board of Management, the Regional Arts Development Officer (RADO) will work with a small team to implement a comprehensive three year business plan. Flexible hours and extensive regional travel is expected.

The position is based in Goulburn. As Southern Tablelands Arts services eight local government areas that are surrounded by Sydney and three Arts regions, and reaches from Picton to Yass in the north to Queanbeyan to Braidwood in the South, there will be a requirement for extensive travel to these regions from time to time.

Summary of Position

The RADO is responsible for the overall management of Southern Tablelands Arts, including administration, financial, human resources and project development. The RADO reports to the Southern Tablelands Arts Board.

The RADO manages, and works closely with the staff of Southern Tablelands Arts including; Communications Officer, Administration Officer and contractors including a bookkeeper and project officers. The position works together with the Southern Tablelands Arts Board as an advocate for community arts and cultural development



and to provide advice and assistance to the community, arts and cultural groups and artists across the STARTS region. The RADO will liaise regularly with Local Government bodies, local arts councils, Arts NSW, Regional Arts NSW, other funding bodies and communities of the region.

Duties

Reporting to the Southern Tablelands Arts Board, the RADO acts as the Executive Officer for the organisation. The primary responsibilities are to manage the development, implementation and ongoing activities of the Southern Tablelands Arts triennial and annual business plans including all facets of planning, organisation, governance, staff supervision, evaluation and reporting.

The RADO will ensure that the Southern Tablelands Arts identified objectives and outcomes, as defined in the current Business Plan 2013-2015, are achieved in an effective, timely and cost efficient manner.

The following details provide an outline of these responsibilities, which are expected to be undertaken to the highest standard and with the utmost integrity.

Triennial Plan and Annual Business Plan

- Provide leadership in the development of the Board's triennial and annual business plans to ensure the board's responsibility to Arts NSW, the contributing LGAs and other stakeholders is met.
- Plan, facilitate and undertake the implementation of the Southern Tablelands Arts triennial and annual business plans in a timely and effective manner, utilizing the Board's resources and the support of stakeholders and relevant organisations.
- Undertake ongoing assessment of the Board's triennial and annual business plan activities and evaluate performance to ensure maximum results are achieved.
- Ensure all reporting and acquittals to all funding bodies are delivered as required and on time.

Southern Tablelands Arts Board

- Develop agendas, minutes, financial/operational reports, and organise Board meetings in consultation with the Chair.
- Maintain communication with the Southern Tablelands Arts members to ensure they are versed on the activities and legal responsibilities of Southern Tablelands Arts.
- Ensure Southern Tablelands Arts maintains good governance through the development, evaluation, management and updating of the Southern Tablelands Arts policies and procedures.



- To send quarterly reports to the contributing councils and undertake annual presentations where required.
- Carry out additional tasks as may reasonably be requested by the Chair and Board.

Financial Management and Administration .

- Ensure accountable financial processes are used to record the expenditure and receipt of funds.
- Coordinate the generation of income and expenditure of Southern Tablelands Arts funds within the agreed budget as determined by the Southern Tablelands Arts Board.
- Manage the financials including sourcing funding, coordinating audits and submitting the Annual Statement for the Department of Fair Trading.
- Manage funding applications and acquit all approved grants in pursuance of the objectives of the relevant funding contract and Southern Tablelands Arts.
- Manage the day-to-day activities of the organisation such as (but not limited to) vehicle leasing, insurance, internal office procedures and equipment maintenance.
- Coordinate human resource management activities including staff/contractor/volunteer management, recruitment, induction, professional development and annual performance reviews.
- Manage the marketing and promotion of Southern Tablelands Arts, its programs and other services/funding that may be of value to stakeholders, members (eg website and newsletters) and community groups

Arts and Cultural Activities

- Oversee the financial (preparation of budgets) and operational management of projects which encourage, where relevant, arts professionals working with members of communities to integrate the arts into their lives and to build on mutual skills, appreciation and respect as detailed within the Southern Tablelands Arts Business Plans.
- Keep up to date with trends and developments in the arts/cultural sector generally, with the view of assisting in the implementation of new and innovative projects across the region.
- Source and distribute information about funding and services to Southern Tablelands Arts members, artists, community groups and local government bodies in the region.
- Be familiar with arts activities and infrastructure available to support arts/cultural activities through the Southern Tablelands Arts Region and neighbouring regions.
- To foster co-operation between local community arts groups in the region involved in cultural development.



- To encourage consultation and collaboration between the Board and the Organisation's membership, local government bodies and other groups as appropriate in the cultural, social and physical planning processes of local government in the Region.
- Represent and generally promote art/cultural product/activities and opportunities that relate to the region.
- Recognise the importance of volunteers to the regional arts development and assist those volunteers and in particular the members of the organisation to achieve their goals.

All Applicants must address the essential and desirable criteria.

Southern Tablelands Arts Regional Arts Development Officer – Position Criteria

ESSENTIAL CRITERIA

1. Demonstrated understanding of arts and cultural development and the capacity to plan and implement arts/cultural strategies in a regional and rural environment.
2. Demonstrated understanding of the role the Executive Officer to a Board of Management and of managing small team in a not-for-profit arts, cultural or similar organisation.
3. Excellent skills in the preparation of submissions and reports, including a broad knowledge of funding sources, with examples of success in applying for funding.
4. Demonstrated experience in the preparation and management of budgets and financial statements.
5. Demonstrated project and event management skills.
6. Excellent skills in negotiation and facilitation of arts and cultural activities
7. Proven ability to establish and/or maintain strategic partnerships with a diverse range of stakeholders including government (Local & State), community organisations, arts/cultural organisations and individuals.
8. Ability to prioritise work, meet deadlines, work flexible hours and travel around the region.
9. A current driver's license

DESIRABLE KNOWLEDGE, SKILLS AND ABILITY

1. Relevant tertiary qualifications and/or commensurate experience in the field and/or recognised achievement in one or more area of the arts.



2. Knowledge of the Southern Tablelands Arts Region.
3. The successful applicant will provide a Working with Children and Police Background Check.

Application Process:

Please send your cover letter, Curriculum Vitae and response to the Position Criteria via email to recruitment@starts.com.au

Closing Date:

Thursday 11 December 2014 at 5.30pm ESDT.

Further information:

Enquiries regarding the position may be directed to:

Judit Kovacs, Chairperson – Southern Tablelands Arts
Ph. 02 48421119, email mail@braidwooddesignstudio.com

General information regarding the organisation may be located on the Regional Arts NSW website at www.regionalartsnsw.com.au