

# REGIONAL ARTS DEVELOPMENT OFFICER (RADO)

## Position Description

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### POSITION:

Full time (37.5 flexible hour working week)

### SALARY:

\$70,000-\$75,000 per annum pending skills & experience (Negotiable with the Board of South West Arts), plus superannuation & use of work vehicle in accord with South West Arts policy.

### LOCATION:

South West Arts (SWA) office is located in Deniliquin, NSW.

**RESPONSIBLE TO:** Chair, South West Arts Inc.

**RESPONSIBLE FOR:** Other staff (Projects, Promotions & Administration Officer) and contractors (Book keeper & Project Administrators for SWA)

### KEY COMMUNICATIONS:

- Chair, South West Arts Inc., Executive (Chair, Deputy Chair, Treasurer & Secretary) and other Committee members of South West Arts Inc.
- A varied range of stakeholders from local government, local arts council, arts & cultural organisations/institutions, indigenous organisations, community groups and other government agencies supporting the South West region.
- Representatives from Arts NSW, Regional Arts NSW and other funding bodies associated with South West Arts

### OVERVIEW:

South West Arts is one of 14 locally driven Regional Arts Boards across NSW and is funded by Arts NSW and the nine Local Government areas of the South West. Visit [www.southwestarts.com.au](http://www.southwestarts.com.au) for further details about the organisation.

South West Arts acts as a key resource in assisting to build creative communities and has been operating within the region for over 25 years. The organisation strives to build arts and cultural capacity in the region through social and economic development as detailed within the 2012-15 Business Plan (Available upon request). South West Arts is currently developing its new Triennial Plan for 2016-2018 as per Arts NSW funding arrangements.

Ideally the successful applicant will be dynamic, highly motivated, have established arts networks and be highly experienced in community arts/cultural development. An excellent knowledge of arts industries and arts education would be advantageous.

The person should demonstrate an ability to work with a broad cross section of individuals and groups within the region. The position is fairly autonomous so the person must be able to work independently. Experience in working in a regional context would be an advantage, as well as an ability to initiate and facilitate projects that assist communities throughout the region to develop and express a 'sense of place'.

## **SUMMARY OF POSITION:**

As Regional Arts Development Officer, the incumbent will undertake and ensure sound management of South West Arts on behalf of the Board. The Regional Arts Development Officer (RADO) will facilitate the development of projects and initiatives to promote arts and community cultural development in the South West region of New South Wales. The region comprises the Local Government areas of Balranald, Berrigan, Carrathool, Conargo, Deniliquin Murrumbidgee, Murray, Hay, and Wakool.

The Regional Arts Development Officer will be provided with a work vehicle, mobile phone, laptop and professional development opportunities to carry out duties associated with the position. The hours are flexible and regular travel will be required throughout the region.

The Regional Arts Development Officer manages and works closely with the staff of South West Arts. The position works together with the South West Arts Board as an advocate for community cultural development and to provide advice and assistance to community, arts and cultural groups and artists in the region.

## **DUTIES:**

As the South West Arts operational manager the Regional Arts Development Officer's (RADO) primary responsibilities are to manage the development, implementation and ongoing activities of the South West Arts Triennial and Annual Business Plans. This includes all facets of planning, operational management, governance, communications, staff supervision, evaluation and reporting.

The RADO will ensure that the South West Arts identified objectives and outcomes, as defined in the current Business Plan and Triennial Plan are achieved in an effective, timely and cost efficient manner. South West Arts is currently developing its new Triennial Plan for 2016-2018 as per Arts NSW funding arrangements.

The following details provide an outline of the 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 and implementation of the Board's Triennial and annual business plans to ensure the Board's responsibility to Regional Arts NSW is met and the regions stakeholders, arts/cultural activities are incorporated.
- Plan, facilitate and undertake the implementation of the South West Arts Triennial and annual business plans in a timely and effective manner, utilizing the Board's resources and the support of stakeholders and relevant organizations.
- Undertake ongoing assessment of the Board's Triennial and annual business plan activities and evaluate performance to ensure maximum results are achieved.

### **South West Arts Board:**

- Develop agendas, minutes, financial/operational reports, and organise board meetings.

- As per the South West Arts Constitution act as the Public Officer and abide by the duties of this role.
- Maintain communication with the South West Arts members to ensure they are versed on the activities and legal responsibilities of South West Arts.
- Ensure South West Arts maintains good governance through the continual evaluation, management and updating of the South West Arts Policies & Procedures Manual.
- To send quarterly reports to the contributing Councils and undertake annual presentations where required.
- Manage the marketing & promotion of South West Arts, its programs and other services/funding that may be of value to stakeholders, members (eg website & newsletters) and community groups.
- Carry out additional tasks as may reasonably be requested by the Chair

### **Financial Management:**

- Ensure accountable financial processes are used to record the expenditure & receipt of funds.
- Coordinate the generation of income & expenditure of South West Arts funds within the agreed budget as determined by the funding body (Regional Arts NSW) and the South West 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 South West Arts.
- Coordinate human resource management activities including staff/contractor/volunteer management, recruitment, induction, professional development and annual performance reviews.
- Manage the day-to-day activities of the organisation such as (but not limited to) vehicle leasing, insurance, internal office procedures & equipment maintenance.

### **Arts & 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 South West Arts Business Plans.
- Keep up to date with trends and developments in the arts/cultural sector generally, with the view to assisting in the implementation of new and innovative projects across the region.
- Source and distribute information about funding & services to South West Arts members, local Arts Councils, artists, community groups and Local Government

bodies in the Region.

- Manage and implement the Country Arts Support Program (CASP) funding round on an annual basis.
- Be familiar with arts activities and infrastructure available to support arts/cultural activities throughout the South West Region and neighboring 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.
- Support and provide assistance to the South West Arts Inc. local government financial members and highlight the role that South West Arts Inc. can play in delivering strategies in their community plans.

## **CONDITIONS OF EMPLOYMENT**

It is a condition of employment that all employees:

- Observe safe work practices and operating procedures and comply with the requirements of the WH&S legislation and South West Arts Policies and Procedures relating to Work, Health & Safety. Take appropriate action to ensure a safe and healthy working environment for self and others.
- Maintain organisational confidentiality.
- Adhere to South West Arts, Code of Conduct.
- Comply with the requirements of policies, procedures and practices that do not discriminate against individuals on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Comply with all legislative requirements relevant to the position.
- Initial contract position to 31 December 2015. Continuation of the position is dependent on government funding for Regional Arts Boards. South West Arts Inc. along with all NSW Regional Arts Boards are currently negotiating their next Triennial (3 year Funding Agreement) with Arts NSW. South West Arts is confident that a new Triennial Agreement operating from 1<sup>st</sup> January 2016-31 Dec 2018 will be forthcoming later this year.
- Start date 3 August 2015 or as soon as possible after this date.

## SOUTH WEST ARTS REGIONAL ARTS DEVELOPMENT OFFICER ~ POSITION CRITERIA

All applicants must address the essential criteria. Those applications that do not address the essential criteria will not be considered.

### ESSENTIAL CRITERIA:

1. **Qualifications:** Relevant tertiary qualifications and /or commensurate experience in the field and/or recognized achievement in one or more area of the arts.
2. **Leadership:** Self-motivated, demonstrating strategic leadership and the ability to inspire and motivate organization (Boards/Committees/Community Groups) or project teams. A demonstrated understanding of arts and cultural planning and the capacity to develop and implement arts/cultural strategies.
3. **Organisational Management:** Demonstrated experience in managing a small team in a not-for-profit arts, cultural or similar environment with a voluntary Board of Management. An ability to manage multiple tasks within limited timeframes, prioritizing, being flexible and responding to changes in a professional manner.
4. **Interpersonal Skills:** Excellent oral and written communication skills, including preparation of submissions and reports. A broad knowledge of funding sources with examples of success in applying for funding.  
Good influencing and negotiation skills, creating an ability to establish and/or maintain strategic partnerships with a diverse range of stakeholders including government (Local & State), community organizations, arts/cultural organisations and individuals.
5. **Project Management:** Demonstrated project and event management skills.
6. **Financial Management:** Demonstrated experience in the preparation and management of budgets and financial statements.
7. **IT/Marketing:** Proficient in the use of computers and computer programs (such as word processing, spreadsheet & databases), websites and social media (facebook, twitter etc).
8. A current driver's license & a willingness to travel around the region

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITY:

1. Experience of working in a regional context and/or understanding of issues affecting arts and cultural development in a rural and regional context.
2. Arts marketing and media relations skills.
3. Experience in working with indigenous communities
4. Experience working with artists and/or cultural production.
5. Knowledge of the South West region and/or willingness to acquire it.

**Application Process:**

Please email your cover letter, Curriculum Vitae and response to the Essential Criteria (Page4) via email to: [eo@southwestarts.com.au](mailto:eo@southwestarts.com.au)

**Closing Date:**

Friday 24<sup>th</sup> of July 2015 at 5pm.

**Further information:**

Enquiries regarding the position may be directed to:

Airlie Circuit  
Chairperson ~ South West Arts  
Ph: 0429 934 069

Spencer McGill  
Projects, Promotions and Administration Officer  
Ph: 03 5881 7749 or [promo@southwestarts.com.au](mailto:promo@southwestarts.com.au)

General information regarding the organization may be located on the South West Arts website [www.southwestarts.com.au](http://www.southwestarts.com.au) including documentation. Visit [www.regionalartsnsw.com.au](http://www.regionalartsnsw.com.au) for further information regard the Regional Arts Board Network throughout NSW.