



PROGRAMS and PARTNERSHIPS COORDINATOR

CONTRACT

3 year / Full time (35 hours per week)
There is a probationary period of three months.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Executive Director Arts North West
Works with: Arts North West team

ORGANISATIONAL OVERVIEW:

Based in Glen Innes, Arts North West is the regional arts development organisation for the New England North West of NSW. Arts North West is supported by the NSW Government through Create NSW and the partnership of 12 local government authorities.

Arts North West facilitates the development of arts and cultural projects and initiatives across the whole region, building a rich cultural landscape in the New England North West and increasing participation in arts and cultural activities. It plays a vital role in building cultural community capacity, through advice and advocacy, through substantial professional development provision and with the forging of key partnerships and networks throughout the region.

LOCATION:

This position is based in Glen Innes and will need to work the majority of the hours in the Arts North West office.

POSITION SUMMARY:

Arts North West is seeking a Programs and Partnerships Coordinator to assist with the management of specific programs which support the organisation's strategic objectives - *Develop, broaden and diversify our audiences and their participation in arts and cultural activities* and *Build community cultural capacity*. This is a new position for the organisation to support and grow the arts programs for our communities.

The successful applicant will be self-motivated, possess superb initiative and have excellent communication skills. Applicants should have a demonstrated ability to work with broad cross-sections of individuals and groups. Experience in working in a regional context would be an advantage, as well as an ability to engage with volunteers and organisations throughout the region.

Arts North West acknowledges Aboriginal people as the traditional custodians of the lands we work on; we recognise the strength, resilience and capacity of Aboriginal people and respect the Aboriginal Elders past and present. Arts North West is assisted by the NSW Government through Create NSW and the partnership of 12 local government authorities in the New England North West



CURRENT PROGRAMS:

Aboriginal Cultural Support Program, delivered in partnership with 2 Rivers Pty Ltd, builds and improves opportunities for Aboriginal arts and communities in our region.

Arts North West On Tour is a regional network of performing arts venues in the New England North West coordinated by Arts North West that promotes and negotiates touring performing arts product. The network improves sustainability of touring circuits, venues and promotes our region's network further afield. The second tier *Pocket Productions* offers communities in our region a networked approach to find and fit hand-selected affordable theatre productions to tour to the smaller regional towns and villages without a dedicated performing arts venue.

Enable Arts is a network of individuals and organisations who plan and implement a sustainable and supportive platform for arts and disability in the NE/NW region.

Arts North West Connect is an online creative directory and interactive arts trail developed in partnership with arts and cultural workers of the New England North West to better promote their interests in the region's cultural tourism.

Arts North West Grant Program comprises an annual micro grant round \$1000, and a devolved funding from Create NSW for organisations up to \$3000 for community arts projects

Strategic Projects currently focus on priority areas of community participation, arts and mental health, and disaster recovery

DUTIES:

Working in accordance with the aims and objectives and strategic plan of Arts North West, the Programs and Partnerships Coordinator will work to fulfil the following functions:

- Oversee, manage and deliver specific Arts North West programs and projects including Arts North West on Tour, Enable Arts, Arts North West Connect, ANW Grant Programs and Strategic Projects
- Ensure project plans and budgets are developed and monitored in consultation with the Executive Director, documentation needs are met and all reporting requirements are delivered.
- Liaise regularly with Communications Officer and Executive Director to assist with publicising these projects of Arts North West to relevant stakeholders and developing participation in these activities and services.
- Assist the Executive Director in devising new and innovative project initiatives for Arts North West and contribute to the development of funding applications and acquittals
- Managing partnerships and collaborations for successful program delivery including performing arts venues
- Liaising with key contractors and artists that align with program delivery
- Provide quarterly project reports for ANW Board and statistics for ANW reporting requirements
- Keep informed of current arts sector and creative industry developments and product
- Carry out such additional tasks as may reasonably be required by the Executive Director

SELECTION CRITERIA:

1. Demonstrated capacity to be highly self-motivated and work in a dynamic manner to a deadline
2. Good administration skills, high level of initiative, willingness to learn and develop
3. Strong oral communication, interpersonal and presentation skills
4. Strong service orientation
5. Experience with arts project management or event organisation
6. Ability to prioritise workloads and work independently
7. Experience of working in a regional context and/or understanding of issues affecting arts and cultural development in rural and regional areas

SALARY:

The salary will be commensurate with experience, \$60-65k, superannuation inclusive.

DEADLINE AND APPLICATION DETAILS:

Applications must be received by COB Friday 14 January and emailed to rado@artsnw.com.au. Interviews will be held early February, with the position to begin in mid to late February 2022.

Applications should include:

- A written statement addressing the selection criteria
- A current CV
- The names of two referees

Arts North West encourages applications from First Nations people, people with disability, culturally and linguistically diverse people and LGBTIQ+ people.