



Position Description Arts & Cultural Officer

Quality Nature - Quality Heritage - Quality Lifestyle

Division:	Office of the Chief Executive
Section:	Arts Culture & Library Services
Position Identifier:	ACO/V1
Classification:	Grade 10
Industrial Instrument:	Local Government (State) Award
Location:	School of Arts Complex, Rouse Street, Tenterfield
Date position description approved	November 2021

Council overview

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

Council values

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

Primary purpose of the position

The Arts & Cultural Officer is responsible for the day to day operations of Council's School of Arts Facility, along with planning and delivering arts and cultural development initiatives to the Tenterfield Shire. This involves providing a varied

program of exhibitions and events spanning a wide range of disciplines and subject matter. This is achieved through planning and coordination of arts, cultural, history, heritage and educational events, activities, and cinema/theatre programs.

Key accountabilities

Within the area of responsibility, this role is required to:

- Develop and implement Council policies, procedures, plans, services and projects relating to arts and culture in consultation with direct supervisor.
- Contribute to the planning, implementation and review of arts and culture programs within the Tenterfield community.
- Theatre/cinema management, including programming, promotion, technical operations, projection, lighting, sound, "bump in/out", film and performance selection and presentation.
- Work flexibly, including occasional work outside of core working hours as required.
- Responsible for the front-line operation of the Museum, Cinema and Theatre, including programming, promotion, technical operation.
- Develop and deliver highly collaborative community participation opportunities, including volunteer engagement, to achieve high quality arts and cultural outcomes.
- Research and prepare grant funding submissions, reports, and manage project budgets when required.
- Manage allocated budgets associated with the establishment and management of programs, and contribute to the team's annual budget and reporting.
- Ensure effective planning, implementation and evaluation of events and activities.
- Prepare event management plans that include risk management, event checklist and roles and responsibilities.
- Monitor and review performance of the Arts & Culture team against set targets and objectives, scheduling/programming of works, communication of outcomes and implementation of corrective actions when required.
- Supervise and train administrative support staff, trainee and volunteers. Develop and maintain a collaborative and contributory structure and environment that encourages, sustains and leads a motivated, high performance team.
- Lead, mentor and develop employees using performance management and development processes annually, through Council's performance review process that provides an overall context and framework to encourage employee contribution, which includes goal setting, feedback and performance development planning.
- Arrange volunteer recruitment and inductions in consultation with HR, Workforce Development & Safety, adhering to Council's Volunteer Policy and Council requirements.
- Manage volunteer and staff roster to ensure "shop front" is staffed during all opening times.

- Record documentation within Council's Records Management system, complying with the State Records Act, and Council's procedures.
- Oversight and statistical and performance reporting of retail cinema, theatre, museum and commodity sales, tally sales and admissions and the competent management and balancing of sales and cash floats.
- Ensure displays and facility appearances are well maintained, including regular cleaning and maintenance programs.
- Maintain Security of facilities in consultation with direct supervisor and Manager Property & Buildings.
- Manage accounting processes, invoicing and payments, and ensure professional Collections management, security and condition reporting.
- Pre-book tours and welcome/visitor guides as required.
- Other duties as directed within the skills, competency and qualification requirements for the position.

Key challenges

Organisation and management of staff and Volunteers.

Effective programming, events management and delivery of Museum, Cinema, Theatre, Arts and Cultural programs.

Key internal relationships

Who	Why
Manager Arts Culture & Library Services, SOA Administration & Customer Service Assistant (Trainee), SOA Administration & Customer Service Assistant (Casual), Tourism & Cultural Services Officer, Community Development Advisor, Finance, HR, Workforce Development & Safety and other staff as required, Volunteers.	Service Delivery

Key external relationships

Who	Why
Ratepayers, Community Members, Customers, Volunteers, Visitors.	Service Delivery

Key dimensions

Decision making

In line with approved delegations.

Reports to

Manager Arts Culture & Library Services.

Direct Reports






3 Staff

Volunteers

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Diploma in Event Management or in Arts or qualification in relevant field.
2. Minimum of 3 years' experience, demonstrating working in facility and events management.
3. Demonstrated advanced written and oral communication and public relations skills, with achievement of successful results.
4. Demonstrated knowledge of public art, arts engagement and cultural practices, including assessing and mitigating risk.
5. Excellent interpersonal skills with the ability to communicate effectively with key stakeholders, the community, management, staff and volunteers.
6. Demonstrated ability in the supervision and leadership of staff, contractors, volunteers and consultants, and develop productive working relationships.
7. Strong project management skills with the ability to plan and priorities multiple priority projects while consistently meeting agreed timelines.
8. Demonstrated experience developing processes, planning documents (policy, strategies, plans, research briefs) submissions (including funding submissions) and reports.
9. NSW Class C Drivers Licence or equivalent.
10. Demonstrated high level of computer literacy, using database, spreadsheets and word-processing applications.
11. Experience in the curation of significant collections.
12. Demonstrated ability to maintain financial and statistical records, to create reports and manage required outcomes.
13. Experience in the receipting of payments, cash handling and cash management.
14. Sound understanding of Workplace Health and Safety and Equal Employment Opportunity (EEO) principles and practices in the workplace.
15. Criminal History Check and Working with Children Check (mandatory).
16. COVID Vaccination Status, or approved medical contraindication certificate.

Desirable:

1. Understanding of local government processes and procedures.
2. Sound knowledge of local arts and culture, issues and networks, and demonstrated experience working with the community.
3. First Aid Certificate

General Information

Hours of work:

Full time, 70 hour fortnight, with work hours generally 8:30am to 5:00pm Monday to Friday, with a 43min lunch break. Staff adhere to a nine day fortnight.

Some variation in work hours shall be required, depending on work status including overtime requirements and variation to RDO's.

Leave entitlements:

These entitlements are in accordance with the NSW Local Government (State) Award, and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

Criminal Record & Working with Children Check:

The successful applicant will be required to undergo a Criminal Check and possess a working with Children Check prior to appointment to the position.

COVID Vaccination Status

The successful applicant will be required to provide a copy of their COVID Vaccination Certificate, or approved medical contraindication Certificate pre-employment.

Medical examination:

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

Performance Evaluation:

Performance evaluation will be in accordance with Council policy.

WHS Responsibilities:

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

Equal Employment Opportunity:

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following:-

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

Smoke – Free Workplace:

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

Learning and Development:

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

Code of Conduct and Council Policies, Protocols and Procedures:

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies for the duration of their employment. Policies can be accessed on Council's website.

Council Uniform:

Staff may participate in Council's Corporate Uniform Program (please discuss with HR, Workforce Development & Safety at the time of appointment).

When required, Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

Physical:

The incumbent must be physically able to carry out administrative tasks in an ergonomically safe and healthy manner.

Job Description:

This position description is indicative and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.