

Position description

Coordinator Programming

Summary information

Section	Arts and Cultural Development	Directorate	City Living
Position grade	Grade 18	Position type	Permanent, full-time
Skill descriptor	Band 3 Level 3	Direct reports	Yes
Reports to	Manager Arts and Cultural Development	Release limit	\$0
Approval limit	\$50,000	BCC number(s)	BCC1846
Created/reviewed	February 2023		

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- Develop, implement and co-ordinate comprehensive contemporary arts and cultural programs and strategies for the section, including economic and professional development initiatives for artists, and ensure that opportunities are made available for the development and recognition of arts and cultural development in Blacktown
- Working with Manager ACD, develop strategic vision and deliver integrated programming for arts and cultural programs
- Oversee the management of marketing functions and resourcing strategies, including partnerships and relationships with artists and stakeholders, to grow the reputation of the arts and culture in Blacktown
- Act in accordance with the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2017 and the Work Health and Safety (WHS) System.

2 Qualifications and experience

Essential

- Degree qualifications in a related field
- Solid working experience in contemporary, community engaged, cross disciplinary programming
- Solid working experience working with communities and professional artists to produce new work of outstanding artistic quality
- High level understanding of the communities, cultures and economy of Western Sydney and particularly Blacktown
- Experience in producing high quality funding applications, and current knowledge of funding sources
- Demonstrated ability to lead and motivate a team
- Demonstrated ability to develop and manage budgets
- Excellent negotiation, interpersonal, problem solving and communication skills
- Able to work 35 hours as rostered between 6am-6pm, Monday to Saturday
- Demonstrated computer literacy, especially in Microsoft Office suite
- Proven capacity to work in a high-pressure team environment with competing demands
- Demonstrated commitment to excellent customer service
- Current class C driver's licence.
- Working with Children's Check

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Lead, develop and implement contemporary arts and cultural programs, projects, policies and strategies
- Prepare and manage the section's programming and project technical production budgets and plans
- Advocate for funding for the artistic program, author and oversee submissions and grant acquittals
- Lead, develop and coordinate the activities for a team ensuring team program delivery meets timelines
- Manage technical production support and services for program delivery
- Manage maintenance and repairs to assets
- Oversee the delivery of strategic initiatives and special projects as required.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standards

- implement the policy and follow this Managing volunteers standard in a consistent and fair manner
- undertake training needed to effectively coordinate volunteers
- allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your manager immediately.
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the *NSW Protection of the Environment Operations Act 1997*, the *NSW Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Lead the research, development and implementation of the section's contemporary arts programs and strategies in consultation with Manager Arts and Cultural Development (MACD) and relevant staff, including the provision of specialist advice and expertise on artistic programming matters including projects, programs, plans, policies and other initiatives.
- In consultation with the Manager develop and implement the strategic direction and actions contained in Blacktown Arts Strategic Plan.
- Develop and implement strategies, systems, policy guidelines and implement plans for artistic and cultural programming in response to Council's Cultural Plan, including cross disciplinary collaborative programming practice to ensure a collaborative approach across the service, within and between Council and other government and non-government agencies.

- Coordinate the scheduling of all programming of the Arts Centre, cultural programs and activations in consultation with other staff to ensure adequate resources are available.
- Integrate access and equity considerations into artistic programming and development in conjunction with Council's adopted Access and Equity policy.
- Author submissions and advocate for funding for the artistic program and assist the program team and MACD with the preparation of grant funding applications and program acquittals.
- Develop and manage the Blacktown Arts programming budget and assist project officers with the development and management of individual project budgets.
- Oversee the management of marketing functions to grow the reputation of the arts and culture in Blacktown.
- Manage a team of staff, contractors and casuals across programming and marketing functions.
- Oversee the development of contracts for artists to ensure adherence to industry and Australian standards.
- Oversee the supervision of contractors, artists, arts workers and other consultants required for the delivery of the artistic and cultural programs.
- Oversee the provision of technical support and services required for the delivery of the artistic program.
- Assist the MACD with preparation, management and reporting of budgets and business plans.
- Provide key specialist advice to Council and Council staff on contemporary art matters.
- Liaise with the arts sector, community organisations and government agencies for matters of relevance to the artistic program and future opportunities.
- Participate in networking, partnerships and initiatives as appropriate to strengthen Blacktown City Council's role and reputation.
- Develop and maintain cross team commitment to the implementation of a leading contemporary arts program.
- Foster an effective team working environment with ACD section staff and volunteers.
- Ensure that best practice community engagement is integrated into programming delivered by the Arts and Cultural Development section.
- Collaborate with and support colleagues to ensure to integrate community engagement and customer focus within all arts and cultural activities programmed and delivered by ACD.
- Oversee the delivery of strategic initiatives and special projects as required.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

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Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		
	Signature		Date