

Role Description

Section Manager Arts and Culture



Title	Section Manager Arts and Culture
Classification/Grade/Band	Band 3 Level 4
Directorate/Unit/Section	Community and Recreation Service/Community and Culture/Arts and Culture
Reports to:	Unit Manager Community and Culture

Vision and Purpose

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary purpose of the role

Reporting directly to the Unit Manager Community and Culture the role of Section Manager Arts and Culture is responsible for providing day to day leadership to a team of professionals responsible for successfully managing Council's key cultural facilities and cultural development programs.

This will be achieved through the development and implementation of high-quality programs, creation of innovative community partnerships, community engagement and provision of best value services.

Key accountabilities

- Lead and manage the operations of Council's Gallery and Theatre Venues; and arts and cultural program initiatives including the Public Art Program.



- Keep abreast of best practice arts and cultural strategies and actively build on new approaches which contribute to economic prosperity and improved social and creative outcomes for the community;
- Oversee the coordination and development of high-quality programs and exhibitions to increase visitation and revenue streams within cultural facilities;
- Manage the development and implementation of policy, contracts and agreements relating to arts and cultural management functions to ensure legal and probity compliance in line with corporate objectives;
- Provide leadership in the development and implementation of cultural development and public art activities and programs, including planning, budgeting, delivery and expenditure of resources;
- Build and maintain strong and productive working relationships with arts and cultural stakeholders to facilitate innovative initiatives, partnerships, programs and services based on identified needs of the community and arts and cultural sector;
- Optimise business outcomes through initiating and developing long-term goals and plans to guide the work of the team in line with organisational objectives;
- Embrace diversity by supporting initiatives that create an environment in which differences are valued;
- Demonstrate commitment to customer service by taking responsibility for delivering high quality services that result in a positive community impact;
- Promote collaboration by identifying opportunities to work with other teams/units to solve issues and develop better processes and approaches to work;
- Work collaboratively by building cooperation to overcome barriers to information sharing and communication across the organisation;
- Demonstrate accountability by identifying and implementing safe work practices, taking a systematic risk management approach to ensure the health and safety of self and others.

Interpersonal Skills and Personal Attributes

- Ability to develop and maintain partnerships with community stakeholders to facilitate effective program activities and ensure maximum community participation;
- Ability to problem solve, resolve conflict and persuade stakeholders on matters relating to key areas of responsibility;
- Ability to use initiative and demonstrate creativity and innovation in the development and execution of ideas;



- Ability to coordinate multiple tasks demonstrating superior organisational and time management skills;
- Demonstrate commitment to customer service by finding opportunities to collaborate with internal and external stakeholders to achieve an improved customer experience;
- Display strong influencing and mediation skills by negotiating from an informed and credible position;
- Communicate effectively by adjusting style and approach to translate technical information for a range of audiences, thereby optimising outcomes;
- Display resilience and courage by providing open and honest feedback.

Leadership / Management

- Act with integrity by demonstrating professionalism and setting an example for others to follow;
- Demonstrate awareness by actively seeking, reflecting and acting on feedback relating to own performance, and translate negative feedback into an opportunity to improve;
- Communicate effectively and create opportunities for others to be heard and contribute to discussion and debate;
- Deliver results by understanding organisational priorities, communicating team roles and responsibilities and ensuring the effective acquisition and use of resources to respond;
- Apply sound problem solving by participating in and contributing to team/unit initiatives to resolve common issues and identify/share business process improvements;
- Demonstrate accountability by assessing work outcomes and identifying and sharing learnings with the team to inform future actions;
- Display strong people management by addressing and resolving team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way;
- Inspire direction and purpose by translating broad goals into operational needs and explaining linkages for the team;
- Manage change effectively by engaging staff in the process and by providing guidance, coaching and direction during periods of uncertainty.

Technical

- Extensive knowledge and understanding of cultural development programs and practices;
- Thorough understanding of the issues and needs of the creative arts community;



- Ability to analyse community needs and capacities through the collection of relevant indicators;
- Ability to develop innovative partnerships, projects and programs;
- Advanced project and budget management skills;
- Sound knowledge and understanding of industry standards, legislative requirements, principles and trends relating to performing arts facilities and galleries;
- Ability to advocate, attract and lobby for resources and funding from government bodies to assist Council to perform its function of providing support to the community;
- Apply a range of reporting writing styles to tailor communications to the audience and explain complex concepts and arguments;
- Demonstrate a sound understanding of technology relevant to the work unit and identify and select the most appropriate solution;
- Demonstrate sound project management by monitoring the completion of project milestones against goals and initiate amendments where necessary
- Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks.

Finance and Governance

- Deliver results by ensuring the financial implications of changed priorities are explicit and budgeted for;
- Demonstrate accountability by understanding and applying high standards of financial probity, demonstrating respect for public monies and other resources;
- Involve specialist finance advice where required;
- Monitor procurement and contract management risks and what actions are expected to mitigate these;
- Ensure knowledge and understanding of legislative requirements governing direct service delivery, together with relevant legislation within a local government context.

Qualifications

Essential

- Degree qualification in Arts Management, Cultural Development, Business or relevant field OR demonstrated solid contemporary experience in leading and managing contemporary performing arts



venues and galleries, public art and cultural development programs, combined with ongoing professional development;

- Current Working with Children Check.

Desirable

- Current Class C Driver's Licence.

Experience

- Extensive experience in a similar position in a large organisation;
- Demonstrated knowledge and understanding of contemporary performing arts venues and gallery management, programming and practices;
- Demonstrated knowledge and understanding of cultural development practices;
- Demonstrated knowledge and understanding of public art management and practices;
- Proven success as a leader with the ability to grow and develop teams focused on quality outcomes and a customer focus;
- Extensive experience and proven success engaging and building partnerships with a wide range of stakeholders including creative practitioners, community groups, government agencies and the business sector;
- Demonstrated experience in project and budget management;
- Extensive experience working in a politically sensitive environment;
- Demonstrated experience in strategic thinking, innovation and promotion of continuous workplace improvement.

Key relationships

Internal	External
Executive Leadership Team	Community
Unit Managers	State and Federal Government Agencies
Council employees	Industry representatives and associations
	Vendors

