



INFORMATION PACKAGE

POSITION VACANT

CREATIVE ARTS OFFICER (PART TIME)

REF NO: ESC402

CLOSING DATE: 4.30PM TUESDAY 9 FEBRUARY 2021

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Indira Carmichael on (02) 4474 1061



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants that address the selection criteria will be considered for the position and must be complete in order to lodge an application.
- The job description outlines the duties of the job and the selection criteria that your application will be checked against. You should include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- You will be required to address the selection criteria as part of the application process. These are mandatory fields in the online system.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume and complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.

Position Description

Creative Arts Officer (Part Time)


Position Code	575
Division	Community Development & Recreation
Location	Moruya Administration Offices
Band/Level	Administrative / Technical / Trades Band 2 Level 2

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We collaborate	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To assist in the development and delivery of Council's annual creative arts program and provide administrative and program support to the Creative Arts Development team.

Main duties and key result areas (KRA)

1. Provide high level administrative support to staff and volunteers of the Creative Arts team including the practical delivery of public exhibitions, events and activities, records management, correspondence and procurement to implement the annual creative arts program.

KRA: Evidence of high level of support provided to deliver the annual creative arts program implemented in line with Creative Arts Strategy.

KRA: Record keeping and Council processes undertaken to high standard and within timeframes with regard to Council's customer service requirements.

KRA: Volunteer/member groups supported and coordinated to required standard.

2. Communicate with artists, galleries and other community arts organizations to assist in the development and implementation of Council's creative arts programs and maintenance of stakeholder database and community engagement processes.

KRA: Evidence of high standard of communication and engagement to deliver the annual arts program implemented in line with Creative Arts Action Plan.

KRA: Databases and networks maintained and developed.

3. Contribute to the writing and editing of promotional items for creative arts programs and events, and facilitate the professional promotional schedule ensuring the timely production of material for print, web and other media.

KRA: Events are marketed effectively and appropriate promotional activities are in place and of the required standard.

4. Contribute to planning the annual exhibition program of the Basil Sellers Exhibition Centre.

KRA: annual exhibition program is drafted for Coordinator review and is varied and realistic in timeframes

5. Supervise exhibitions and associated activities (receptions, tours, workshops/lectures/ panels) including installation, and deinstallation, and prepare venues and logistics for events and functions.

KRA: Artists and event presenters are well supported and arts venues appropriately prepared, events/activities run smoothly.

6. Follow EEO and diversity principles and practices.

KRA: Work practices are compliant with EEO and diversity policies and procedures.

7. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.

KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Arts qualification or equivalent experience with innovative arts programs or similar administration.
2. Demonstrated excellent written and verbal communication skills.
3. Experience in the management of exhibitions and events.
4. Ability to apply innovative solutions and make effective decisions.
5. High level of administrative skills with demonstrated ability to oversee small projects and prioritise workloads with minimum supervision.
6. Ability to desk-top publish, organise records and manage data in Microsoft Office programs.
7. Willingness and ability to follow EEO and diversity principles and practices.
8. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Knowledge and/or experience of NSW Regional Arts

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Class C driver's licence.

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Please note that this position may require evening or weekend work in the lead-up to art events

Successful applicant will not be eligible to participate as an artist in exhibitions and activities run by Creative art Services.

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The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

Employee: Vacant
Supervisor: Indira Carmichael – Coordinator Arts & Coordinator
Date: January 2021

CONDITIONS OF EMPLOYMENT

Position Title:	Creative Arts Officer (Part Time)
Reference Number:	ESC402
Grading:	Grade 10 of Council's salary system
Salary Range:	<p>In the range of \$36.72 to \$39.12 gross per hour comprised of:</p> <ul style="list-style-type: none"> * \$33.53 to \$35.73 base salary, plus * \$3.19 to \$3.39 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	<p>Part-time, 9 day fortnight, with hours currently arranged</p> <p><u>Week 1</u></p> <p>Monday to Friday: 8.30am to 4.30pm.</p> <p><u>Week 2</u></p> <p>Tuesday to Friday: 8.30am to 4.30pm</p> <p>Please note that this position may require evening or weekend work in the lead-up to art events.</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.



Leave Entitlements:

Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks annual leave per full year of service and 3 weeks sick leave.

ESC is committed to a safe and mentally and physically healthy workplace environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

