

POSITION DESCRIPTION

Our Values:



Position title:	Placemaking Officer (Lismore Quadrangle)
Position code:	2463
Name:	Vacant
Section:	Major Recreation & Cultural Facilities
Position reports to:	Lismore Regional Gallery Director
Band and Level:	Band 3 Level 1
Salary grade:	Grade 10
Staff management:	Nil
Budget responsibility:	Nil

Primary function:

The Placemaking Officer (Lismore Quadrangle) is a new part-time position, reporting directly to the Lismore Regional Gallery Director. This position is essential to ensure the successful ongoing management and implementation of Placemaking initiatives at the newly created Quad (Lismore Quadrangle).

The Quad is the new central public square and meeting place of Lismore that leverages off its strategic location set between Lismore Library, Northern Rivers Conservatorium and the new Lismore Regional Gallery. The development aims to become 'Lismore's Creative Playground' and be known as the 'community heart' for all in Lismore. The Quad has been identified as a key project in Lismore City Council's Community Strategic Plan 2017 – 2027.

The Placemaking Officer (Lismore Quadrangle) will be dedicated to programming a wide range of 'place-making activities and events at The Quad representing all forms of cultural expression and reflecting the community's diverse interests. Southern Cross University is a key partner in the Quad and the Officer will be required to work closely with the University to identify opportunities for students and staff to actively participate in the Quad's program of events.

Responsibilities and duties:

The Placemaking Officer (Lismore Quadrangle) is accountable for decisions taken within established Policies and Procedures. Clarification is available on policy and direction in relation to problems.

As a key staff member, the Placemaking Officer (Lismore Quadrangle) has the following responsibilities:

- Curate a varied program of events and activities over week days, weekends and evenings at the Quad that are stimulating, evolving and entertaining and encourage community connection through a diversity of experiences

- Develop and maintain strong working relationships with the key organisations in the Quad precinct including Lismore Regional Gallery, the Lismore Library, and the Northern Rivers Conservatorium
- Provide opportunities for Southern Cross University students to collaborate on mutually beneficial projects and work closely with University staff to ensure students are meeting learning objectives through the Quad's programs
- Implement viable Placemaking opportunities outlined in The Quad Creative Place-making Strategy
- Develop partnerships with stakeholders including creative organisations, community development organisations, business and education providers to ensure a wide breadth and diversity of community involvement in the Quad
- Manage, monitor and create content on the Quad's website and social media platforms to market upcoming events and activities happening in the Quad Precinct
- Communicate effectively with stakeholders, businesses and community organisations to build participation in Quad programs
- Serve as key liaison and primary point of contact with all stakeholders and community members, ensuring a simple and attractive proposition to organise or attend an event in the Quad
- Recruit and supervise volunteers
- Ensure the Quad site is managed in accordance to Lismore City Council's WHS standards and work cooperatively with other Council staff to coordinate facility bookings and maintenance of the venue
- Be available to provide specific support to hirers, users and events to be held in the Quad
- Cultural planning and partnership tasks as required


Entry level requirements:

- Demonstrated experience in events management and/or experience in delivery of events in a community setting
- A theoretical and practical understanding of community capacity building and placemaking
- Highly developed written and oral communication skills
- Highly developed organisational skills which include the ability to set priorities, plan and coordinate a range of activities
- WH&S, risk management, hazard identification
- Responsibility to make day to day decisions within agreed policy or procedure
- Ability to manage own projects by deadline and on budget
- General understanding and knowledge of the local community and the community service sector
- High level interpersonal skills and ability to gain cooperation of staff and external groups on joint projects and initiatives
- Ability to establish positive relationships with community groups and leaders, the business community
- Ability to work independently and in a team environment

Person Description:

- The right person for this role will be self-motivated, proactive, observant and aware
- They will be a team player
- They will embody Council's values
- They will be passionate about strengthening the local community
- They will display a high attention to detail
- They will use initiative to solve problems and make improvements
- Show acceptance of personal responsibility for safe workplace behaviour

Qualifications and experience:

- Relevant experience with event management and/or Community capacity building projects
 - A demonstrated understanding of Placemaking and how it can be utilised in the creation of public spaces
 - A relevant Diploma or Certificate in Event Management/Project Management/Place-making/Urban Design and/or relevant work experience
 - Responsible Service of Alcohol certificate (Desirable)
 - Possession of a current Class C Driver's License (Standard Drivers Licence)
 - First Aid Certificate
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SKILLS STEPS

STEP 1

- 1.1 Shows ability to collaborate with key stakeholders to plan Quad activities.
- 1.2 Understanding of Placemaking principles
- 1.3 Coordinate and supervise appropriate activities and small events in the Quad
- 1.4 Develop and maintain a strong partnership with Southern Cross University

STEP 2

- 2.1 Ability to work with minimal supervision
- 2.2 Develop innovative Place-making project
- 2.3 Show independence and initiative in the development of a program of community activities
- 2.4 High level event management skills, e.g. run successful events without supervision

STEP 3

- 3.1 Develop a range of communication channels to maintain a dialogue and achieve broad online exposure regarding the Quad
- 3.2 Implement Place-making initiatives and projects in the Quad that encourage community participation and capacity building
- 3.3 Collaborates with Southern Cross University to develop opportunities for student involvement and identify new partnerships to expand the Quad's networks
- 3.4 Develop a network of volunteers to contribute to the place activation

STEP 4

- 4.1 Develop and deliver a number of sustainable recurring large scale events in the Quad over a calendar year
- 4.2 Source commercial events that align with the Quad's vision and cultivate a revenue
- 4.3 Provide advice to internal and external stakeholders pertaining to Placemaking theories and principles
- 4.4 Deliver a program of events and activities that positively contribute to the weekend and night time economy in Lismore's CBD