

# Community Arts Officer

<b>Reports to</b>	Arts and Culture Lead	<b>Direct Reports</b>	Art Studios Tutors, Community Artists and other Contractors, Playhouse Technicians
<b>Classification</b>	Band 6, 0.8FTE		
<b>Position number</b>	223318		

## What will you do?

### Service Delivery

- Develop and oversee the delivery of lifelong arts education programs via Manningham's arts and cultural venues and its exhibition, public art and placemaking programs; develop and oversee the delivery of community led art projects, and; oversee the operations of the Manningham Art Studios and Doncaster Playhouse.

### Systems and processes

- Contribute to cultural planning and policy development.
- Oversee allocated portfolio budget.
- Undertake industry best practice in delivering community art and art education programs, and in operating a community art studios and theatre.
- Undertake routine program evaluation and contribute to quarterly and annual reporting.
- Adopt risk management principles in all decision-making processes and day-to-day activities, including COVID-Safe plans, Occupational Health & Safety protocols and safe work instructions specific to Cultural Venues.

### People

- Work as a member of a diverse and dynamic team and contribute to a collaborative, innovative and positive working environment.
- Solve problems through, discussion and teamwork.
- Liaise with service providers, cultural institutions and other stakeholders.
- Collaborate across the organisation to activate public spaces and the Arts and Cultural Venues as a community arts hub.
- Engage with people of all ages, cultural backgrounds and needs.
- Take initiative, be creative and think laterally, with a generosity of spirit.

## Who are you?

- Degree qualified in fine arts (visual arts, community arts), arts education and/or management, or a related field.
- Demonstrated experience developing and delivering arts education and/or community art programs, and in operating arts and cultural venues.
- Demonstrated knowledge of and substantial experience in contemporary visual arts and community arts.
- Ability to work effectively in a community cultural development practice model.
- Proven ability to supervise Art Studio Tutors, artists and contractors.
- Proven ability to manage a dynamic workload and operate effectively under pressure.
- Holder of a valid Victorian Drivers' Licence, Police Check, Working With Children Check and First Aid Certificate.

## What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step up in times of need.

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## What are the Key Responsibilities?

<b>Service delivery</b>	<ul style="list-style-type: none"> <li>• Develop and administer the operations of the Arts and Cultural Venues (Manningham Art Studios and Doncaster Playhouse) as a community arts hub:               <ul style="list-style-type: none"> <li>◦ Develop, deliver and promote a high calibre, diverse and innovative Manningham Art Studios program.</li> <li>◦ Lead a small team comprising casual art studio tutors to deliver a dynamic in-studios and online programs, working to industry best practice in contemporary visual arts.</li> <li>◦ Develop, deliver and promote a diverse Doncaster Playhouse community theatre program via a callout for productions</li> </ul> </li> <li>• Working with community artists and in collaboration with officers from the Arts and Culture, Placemaking, Urban Design and other council teams as relevant, develop and oversee the delivery of community art projects with strong educational and skill development outcomes.</li> <li>• Support the development of community arts through the Arts &amp; Culture stream of the Manningham Community Grants as relevant to the portfolio.</li> </ul>
<b>Systems and process</b>	<ul style="list-style-type: none"> <li>• Strong industry knowledge and ability to stay abreast of developments and emerging issues for contemporary visual arts practice:               <ul style="list-style-type: none"> <li>◦ Implement industry best practice in the development of contemporary arts studio programming.</li> <li>◦ Undertake commissioning in accordance with Procurement Policy and implement contract management practices.</li> <li>◦ Review, evaluate and report on portfolio deliverables under the business plan for quarterly and annual reporting.</li> <li>◦ Support the review, development and implementation of relevant arts and cultural policies and strategies of Council.</li> <li>◦ Provide subject matter expertise for the assessment of Arts and Culture stream of the annual Community Grants program and other open call Arts and Culture programs.</li> </ul> </li> <li>• Develop an annual portfolio budget, provide monthly updates on progress, and oversee day-to-day expenditure.</li> <li>• Prepare reports, correspondence, project briefs, project management plans, communication briefs and other corporate documents using the specified corporate systems.</li> <li>• End to end operational running of Arts and Cultural Venues, ensuring studio and theatre technician duties oversight.</li> <li>• Ability to develop and implement COVID-Safe plans, together with the implementation of Occupational Health &amp; Safety protocols, including development and implementation of safe work instructions specific to Arts and Cultural Venues.</li> <li>• Ability to utilise ticketing and booking systems, in particular Ticket Search and Optimo, or equivalent systems.</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>• Utilise a community cultural development model to facilitate an innovative and community-driven approach to the development of Arts and Cultural Venues as a community arts hub.</li> <li>• Collaborate with a range of internal and external providers across Manningham to develop and implement a range of focussed and innovative opportunities and community outreach.</li> <li>• Work as a member of a diverse and dynamic team and contribute to a collaborative, innovative and positive working environment.               <ul style="list-style-type: none"> <li>◦ Attend and contribute to team meetings and team building activities, and contribute towards continuous improvement.</li> <li>◦ Participate in annual performance development programs.</li> <li>◦ Utilise a working knowledge of the Manningham Art Gallery operations and provide assistance when required.</li> <li>◦ Supervise a small team comprising the Art Studio Tutors and the Arts and Culture Administration Officer</li> </ul> </li> <li>• Represent Manningham Council in a professional manner and provide excellence in customer service.</li> </ul>

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## What are the key requirements?

<b>Accountability and extent of authority</b>	<ul style="list-style-type: none"> <li>• Provision of advice to and/or provide input into the development of policy.</li> <li>• Freedom to act is governed by clear objectives and/or budgets within a regular reporting mechanism to ensure adherence to goals and objectives; and/or subject to relevant policies. The effect of decisions and actions is usually limited to the quality or cost of the program and projects being managed.</li> <li>• Provision of investigative and analytical work for the purposes of policy development under supervision of the Arts &amp; Culture Lead. The quality of the output of the role of Arts and Cultural Venues &amp; Community Arts Officer can have a significant effect on the process of policy development.</li> <li>• Formal input into policy development within the area of expertise of the Arts and Cultural Venues &amp; Community Arts Officer.</li> <li>• Accountable for the supervision and daily operations and resourcing of the Arts and Cultural Venues, together with the facilitation and coordination of opportunities for Arts and Cultural Venues to enable community arts engagement.</li> </ul>
<b>Judgement and decision making</b>	<ul style="list-style-type: none"> <li>• Development and/or implementation of specialised methods, procedures and processes in arts studios, community theatre and facility and resource management developed from industry best practice and professional experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available.</li> <li>• Development and implementation of diverse art studio and community theatre program offerings.</li> <li>• End to end operational decision-making and supervision of the day-to-day running of Arts and Cultural Venues, from programming development and delivery to technician oversight and safety.</li> <li>• Provide subject matter expertise for the assessment of Arts and Culture stream of the annual Community Grants program, other open call Arts and Culture programs, and procurement processes and tenders.</li> <li>• Understanding of the long term goals of Arts &amp; Culture Services and of the relevant policies of both the unit and the wider organisation.</li> <li>• Familiarity with budgeting techniques.</li> </ul>
<b>Specialist knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Specialist knowledge and skills in the development of arts education programs that support skill transition and growth.</li> <li>• Specialist knowledge and skills in community arts studio, community theatre operations and facility management.</li> <li>• Application of community cultural development to facilitate an innovative and community-driven approach to the development of community art projects and Arts and Cultural Venues, including an understanding of the underlying principles as distinct from practices.</li> <li>• Proven ability to develop and manage portfolio budgets and an understanding of accounting principles, particularly in the context of facility management and business accounting.</li> <li>• Understanding of the long term goals and policies of the service unit and the wider organisation.</li> <li>• Understanding of the role of community arts in a local government context and an ability to plan and deliver community art projects that provide that provide educational opportunities, support community connection and contribute to an appreciation of diverse forms of contemporary art.</li> <li>• Awareness of social, economic, environmental, cultural and political issues relating to the local government environment.</li> <li>• Awareness of relevant legislation and its application to Local, State and Commonwealth Government inter-relationships, program functions and resourcing.</li> </ul>

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	<ul style="list-style-type: none"> <li>Proficiency in the use of resources such as EFTPOS, credit and cash handling and ticketing and booking systems, in particular Ticket Search and Optimo, or equivalent systems.</li> </ul>
<b>Management skills</b>	<ul style="list-style-type: none"> <li>Skills in managing time, setting priorities, and forward planning, conducive to enable lead time for Arts and Cultural Venues operations, organising one's own work so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.</li> <li>Understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee development.</li> <li>Ability to supervise and lead the work of Arts &amp; Culture Administration Officer, Art Studios Tutors, artists and contractors.</li> <li>Ability to build a collaborative relationship with Arts and Cultural Venues participants and the wider community.</li> <li>Proven ability in facility management and ensuring regular maintenance and renewal of plant and equipment.</li> <li>Development and implementation of safe work instructions for Arts and Cultural Venues' plant and equipment.</li> </ul>
<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>Ability to gain cooperation and assistance from colleagues, Art Studios Tutors, artists, contractors and community in the administration of defined activities and collaborate on the successful delivery of cross-functional initiatives.</li> <li>Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the organisation to resolve intra-organisational problems.</li> <li>Ability to work effectively as a member of a diverse team, and contribute to an innovative and positive working environment.</li> <li>Excellent communication, advocacy and customer service skills both within and beyond the organisation.</li> <li>Excellent diplomacy and negotiation skills.</li> <li>Demonstrated capacity to represent the organisation externally.</li> <li>Ability to listen and effectively interpret customer and community needs, and think laterally.</li> </ul>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>Degree qualifications in fine arts (visual arts, community arts), arts education, arts management, or related field; or a less formal qualification with higher level of experience in a field relevant to the position.</li> <li>Demonstrated experience in the development and delivery of community art programs/projects.</li> <li>Demonstrated experience operating art studios, facility management and business accounting.</li> <li>Demonstrated knowledge of and substantial experience in contemporary visual arts and community arts.</li> <li>Demonstrated ability to work effectively in a community cultural development practice model.</li> <li>Valid Victorian Drivers' Licence, Working With Children Check and First Aid Certificate.</li> </ul>