# POSITION: Communications and Resources Coordinator - Drama Program

CLASSIFICATION: Band 5

EMPLOYMENT STATUS: Fixed Term Part Time (6 hours per week – 0.15 EFT) - ceasing 30 December 2021

**THE ORGANISATION**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment.  We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities.  Our values are present in what we do and how we do it.  With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating ‘a great place for us’.

**Click** [**HERE**](http://www.southgippsland.vic.gov.au/organisationalstructure) **to view Councils entire organisation chart**

**THE TEAM**

The Community Strengthening department works in partnership with South Gippsland’s diverse communities to encourage and support participation in community planning, project and activity development, recreation, youth engagement, community participation by older residents and arts and cultural pursuits. It aims to improve community involvement and resilience.

The Community Strengthening Department is responsible for:

• Place Based community strengthening projects

• Arts and Cultural Development

• Youth Engagement

• Support for Access and inclusion processes across the shire

• Community Planning

• Administration of Section 86 special Committees and Advisory Committees

• Coordination of Council volunteer processes;

• Assistance for community volunteers and community organisations

• Council’s Community Grants program

• Positive Aging program; and

• Road safety Awareness.

**THE POSITION**

The (it's no) drama all abilities drama project Communications and Resources Coordinator (CRC) has a multi-faceted role-coordinating the promotion of the program externally and within the ensemble, organising resources needed for the workshops and performances and playing a direct role in event/public performance production. The CRC will be engaging with media, the local theatre and creative arts sector, philanthropic organisations and community groups and working directly with all the other staff of the (it’s no) drama project and the ensemble members. The CRC will also have a role in considering the options that exist for service provision or business growth for the (it’s no) drama project in the context of the National Disability Insurance Scheme.

The key responsibilities of this role include –

* Coordinating communication within the (it’s no) drama ensemble including paid staff and ensemble members
* Liaison with local and regional media to promote the ensemble activity
* Manage the social media presence of (it’s no) drama, including the website ([www.itsnodrama.com](http://www.itsnodrama.com)) and any social media activities/presence
* Liaison with Council Communications team
* Sourcing and delivery of equipment needed to assist with workshop delivery
* Sourcing and delivery of stage props and equipment to assist with productions
* Liaising with venues for rehearsals, workshops and productions
* Promoting the work of the ensemble with the education and creative arts sectors of South Gippsland
* Participating in all project planning meetings
* Attending ensemble workshops on a regular basis
* Assisting the Artistic Director, Project Assistant and Arts Development Officer as required to implement the (it’s no) drama project in line with the Creative Victoria submission
* Work alongside and liaise with project partners, collaborating artists, parents, carers and advocates of (it's no) drama participants to ensure the best possible outcomes
* Participate in project planning meetings with Council representatives and the other staff engaged by Council to deliver the (it’s no) drama project
* Report any unsafe practices and/or hazards in the workplace and suggest injury prevention measures
* Perform work in a way that is safe and does not put staff or others at risk

Please follow the links provided for further information on:

* South Gippsland Shire Council [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)
* South Gippsland region [www.visitpromcountry.com.au](http://www.visitpromcountry.com.au)
* Gippsland region [www.visitvictoria.com/Regions/Gippsland](http://www.visitvictoria.com/Regions/Gippsland)

To seek further information on this position, or to discuss this employment opportunity further, please contact Sophie Dixon, Coordinator Community Strengthening on (03) 5662 9200.

**ROLE REQUIREMENTS AND RELATED COMPETENCIES**

**Judgement & Decision Making Judgement & Decision Making**

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| Accountability & Extent of Authority | |
| Band 5 (Generic) | Role Specific |
| * Resource supervision – freedom to act set by clear objectives and/or budgets, frequent consultation & regular reporting * Specialist advice or regulate clients – subject to close supervision or clear guidelines * Direct support & assistance – freedom not limited simply by standards & procedures | * Coordinating community meetings and activities * Initiating contacts with community groups, educational bodies and individuals to facilitate project awareness * Providing written reports on project activity to the Arts Development Officer * Authority to purchase project consumables * Independent day to day operation of the project, guided by a workplan developed with the Arts Development Officer * Accountable for ensuring all assigned work is completed within agreed timelines and specifications * Has the authority to work independently within the Council policy framework * Freedom to act is governed by standards operating procedures and instructions provided by team members * Accountable to act in accordance with the Council policies and procedures. Where you do not know, you are obliged to find out * Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council |

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| Judgement & Decision Making | |
| Band 5 (Generic) | Role Specific |
| * Objectives usually well defined * Some problem solving using guidelines, professional/technical knowledge or experience * Problems may be complex & require creativity & originality * Guidance & advice usually available within time to make a choice | Judgment and decision making will be within the ambit of the following:   * Timing and location of promotional activities, within the guidelines provided through the work plan * Exercising sound judgment and decision-making, some problem solving to gain involvement from a diverse range of community groups and individuals * Making recommendations to the Arts Development Officer on alterations to the project workplan * The objectives of the position are usually well defined * Guidance and advice are usually available within time to make a choice * Some creativity and originality is required |

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| Specialist Knowledge & Skills | |
| Band 5 (Generic) | Role Specific |
| * If interpreting regulations, will require an understanding of underlying principles as distinct from practices * Support employees * Understand long term unit goals & appreciation of wider organisation goals | * Working knowledge of issues facing people with disability in a rural community * Experience working with arts and theatre projects * Experience in website development and social media * Project management and public presentation skills * Awareness of access and inclusion issues, including knowledge of cultural barriers facing marginalised and minority groups in South Gippsland * Ability to use Microsoft Word, Excel, Outlook Mailbox * Well-developed verbal and written communication skills and the ability to maintain a high level of attention to detail * Demonstrated understanding of OH&S principles * Understanding of accounting principles |

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| Management Skills | |
| Band 5 (Generic) | Role Specific |
| * Skills in managing time, planning, organising own work & setting priorities * Achieve specific objectives within available resources & timetable * If supervising – able to implement EEO, OH&S & training/development | * Skills in managing time, setting priorities, planning and organising one’s own work to achieve specific project outcomes within the timelines designated * Ability to collaborate with a diverse range of people participating in and supporting the project * Ability to judge situations and resolve issues with appropriate sensitivity, and regard to privacy and confidentiality * Organisational skills and ability to work to project deadlines * Ability to solve problems through discussion and team work * Ability to meet specified goals within set, designated timeframes and resources * Ability to work independently and show initiative as well as effectively in a team environment * Ability to adapt to change in the work area |

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| Interpersonal Skills | |
| Band 5 (Generic) | Role Specific |
| * Write reports in field of expertise and/or prepare external correspondence | * Demonstrated ability to liaise, coordinate and communicate with a diverse range of people and organisations * Highly developed personal communication skills * Ability to gain cooperation and assistance from key stakeholders including external agencies and involve them in directly supporting the project * Well-developed written and report writing skills to prepare external correspondence * Ability to work in a flexible manner * Demonstrated ability to use initiative and self- direction * Ability to maintain excellent public relations on all occasions * Strong customer service focus * Ability to maintain professionalism, integrity and confidentiality * Willingness to work collaboratively in a positive team environment with a shared workload and responsibilities * Ability to discuss and resolve problems – internally and externally * Ability to work in a diverse team, a demanding environment and tight timelines |

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| Qualifications & Experience |
| * Degree or Diploma in an Arts or Communications field or substantial experience in these areas * Relevant work experience in live theatre production * Relevant experience in communicating with the media (including social media) * Satisfactory National Police Check * Current Working With Children check * Current Victorian Drivers licence |
| Role Specific Selection Criteria |
| * Degree or Diploma in an Arts or Communications field or substantial experience in these areas * Highly developed interpersonal communication skills * Well-developed written & verbal communication skills * Project management and public presentation skills * Experience with managing social media * Skills in managing time, setting priorities, planning and organising one’s own work to achieve specific project outcomes within the timelines designated * Ability to use Microsoft Word, Excel, Outlook Mailbox * A current Victorian Drivers licence |