# POSITION: Arts Development Officer

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CLASSIFICATION: Band 6

EMPLOYMENT STATUS: Ongoing Full Time

**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/downloads/file/443/organisational_structure_-_as_at_1_july_2015pdf) **to view Councils entire organisation chart**

**THE POSITION**

The Arts Development Officer will be a member of the Community Strengthening team which is responsible for:

* Place based community strengthening projects
* Arts and Cultural development
* Youth Engagement
* Recreation development including management of Council’s suite of swimming pools
* Support for access and inclusion awareness development within Council and externally with the wider community
* Place based Community Plan development and review
* Administration of Section 86 Special Committees and Council’s Advisory committees
* Coordination of Council volunteer processes
* Assistance for community volunteers and community organisations
* Community managed event planning support

The Arts Development Officer will lead the implementation of Council’s Arts, Culture and Creative Industry Strategy 2017-21 and provide specialist assistance to the South Gippsland creative industry sector and other Council officers with development of activities to support arts and cultural activity.

The key responsibilities of the Arts Development Officer role include:

* Coordination of the implementation of the South Gippsland Arts, Culture and Creative Industry Strategy 2017-21
* Developing promotional materials and information content that will support the Arts, Culture and Creative Industry sector
* Representing Council and the South Gippsland arts and creative sector at external forums, networks and bodies
* Managing an internal Council network to maximise cross functional participation from Council teams with implementation of the Strategy.
* Coordinating key Council managed cultural events
* Coordinating delivery of skills development and training activities for arts organisations, individual artists and creative industry businesses
* Facilitation of the South Gippsland arts and creative industry networks

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 Ned Dennis on 56629288 or ned.dennis@southgippsland.vic.gov.au

**ROLE REQUIREMENTS AND RELATED COMPETENCIES**

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| Accountability & Extent of Authority | |
| Band 6 (Generic) | Role Specific |
| * Resource supervision – same as Band 5 * Specialist advice or regulate clients – freedom subject to regulations and policies and regular supervision * Have formal input into policy development, usually of investigative & analytical nature | * Responsible for development, coordination and where appropriate facilitation of appropriate training sessions for the sector * Responsible for managing the Arts and Cultural development budget * Responsible for developing media releases and promotional materials to support events and cultural and creative industry initiatives. * Responsible for providing strong leadership to support the successful functioning of sector networks * Responsible for representing Council at external Local Government networks * Provide specialist advice to a range of community groups |
| Judgement & Decision Making | |
| Band 6 (Generic) | Role Specific |
| * Work usually specialised – methods & procedures developed from theory or precedent * Problem solving may involve adapting previous experience to new situations * Guidance & advice usually available | * Make independent decisions, in accordance with established policies, procedures and legislation. * Contribute to assessment of the suitability of current events to receive support for expansion * Contribute to assessment of suitability of external arts and cultural events to be established in South Gippsland * Determine which opportunities suit a specific arts or cultural organization |
| Specialist Knowledge & Skills | |
| Band 6 (Generic) | Role Specific |
| * Proficiency in the application of a theoretical or scientific discipline * Also understanding of policies of unit & wider organisation | * Well-developed ability to work with a team and across broad networks * Demonstrable understanding of the arts, cultural and creative industry sector * Proficient in the use of computer databases and report generation * Well developed administrative skills * Significant experience in the preparation and delivery of skills development activities * Experience in event development and management. |
| Management Skills | |
| Band 6 (Generic) | Role Specific |
| * Skills in managing time, planning of own work and where appropriate of other employees | * Coordination of Council’s Arts and Culture and Creative Industry strategy implementation * Ability to coordinate and support a diverse group of volunteer and professional creative industry workers and operators * Organisational skills and ability to work to project deadlines |

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| Interpersonal Skills | |
| Band 6 (Generic) | Role Specific |
| * Also the ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems | * Demonstrated ability to communicate with a diverse range of people and organisations. * Well developed written and verbal communication skills * Sound networking abilities * Well developed public presentation skills * The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team |
| Qualifications & Experience | |
| * Degree or diploma in a discipline related to the creative sector * Experience in an arts, cultural or creative industry development role * Sound knowledge of key statewide arts and cultural organizations * Experience of working with cultural organisation’s and businesses * Experience of working with volunteers * Experience in developing, promoting and running of events * Current Working with Children check * Current Victorian Driver’s Licence | |
| Role Specific Selection Criteria | |
| * Substantial experience in an arts, cultural or creative industry development role * Experience of working with volunteer arts based organisations * Experience of working with cultural organisation’s and businesses * Sound knowledge of key statewide arts and cultural organizations * Highly developed interpersonal skills; including the ability to engage a wide range of community groups and individuals * Demonstrated ability to work autonomously and achieve project deadlines * Demonstrated successful outcomes of working in a team environment * Current Victorian Driver’s Licence | |