

**ARTS LAW CENTRE OF AUSTRALIA**

**JOB DESCRIPTION**

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**POSITION TITLE:** Artists in the Black Coordinator (FTE)

**RESPONSIBLE TO:** Director National Partnerships and Programs

**This is an Aboriginal / Torres Strait Islander identified position[[1]](#footnote-1)**

**BACKGROUND & ROLE WITHIN THE ORGANISATION**

Arts Law is Australia’s independent national community legal centre for the arts.  Our mission is to empower artists through the law. We provide free or low cost specialised legal advice, education and resources to Australian artists and arts organisations across all art forms, on a wide range of arts related legal and business matters.

Arts Law’s Artists in the Black (AITB) service delivers targeted services to Aboriginal and Torres Strait Islander artists, and arts and cultural organisations nationally.

The Artists in the Black Coordinator will work with Arts Law leadership, to develop Arts Law’s service delivery to Aboriginal and Torres Strait Islander arts communities. The person will provide support & assistance to Arts Law staff and volunteers and will be required to participate in planning, developing, implementing & nurturing relationships & partnerships with Aboriginal and Torres Strait Islander communities, organisations and individuals as required.

The position is available on either a full time (35 hours/5 day week) or part time basis (21 hours/3 days per week) by negotiation with the CEO. Generally, a working day at Arts Law is 9am-5pm with a one-hour break for lunch. The salary range is $65,000 - $75,000 per annum depending upon qualifications and experience. A higher salary may be considered for extensively qualified candidates. Leave loading and the Superannuation Contribution (SGC) is paid in addition to the salary. Salary packaging is available.

**STATEMENT OF DUTIES**

1. **Community and cultural engagement**

* Promote and represent Artists in the Black to Aboriginal and Torres Strait Islander artists, organisations and communities as well as to non-Indigenous agencies on a national basis, including on committees and at meetings.
* Identify needs in communities and generate recommendations to ensure the Artists in the Black program can continue to meet these needs.
* Assist Arts Law to develop partnerships with Aboriginal and Torres Strait Islander arts, cultural and community organisations, philanthropic and private sector organisations, government and non government agencies (eg community legal centres) to maximise outcomes for Aboriginal and Torres Strait Islander artists, their organisations and communities.
* Be responsible for the further development and implementation of our Reconciliation Action Plan.

1. **Legal Information and education**

* Work in cooperation with the Arts Law leadership to ensure effective information (including publications), legal advice and community education program is provided to Aboriginal and Torres Strait Islander artists and organisations.
* Assist in the planning, coordination, preparation and delivery of education and information sessions for Aboriginal and Torres Strait Islander artists, organisations and communities including assisting in presentation of quality educational workshops for urban, regional and remote Aboriginal and Torres Strait Islander artists
* Participate in advocating for legislative and policy change, consistent with the aims and objectives of Artists in the Black, and the communication of that advocacy to Aboriginal and Torres Strait Islander artists, organisations and communities.

1. **Administration and organisational responsibilities**

* Participate in the development and review of policies and procedures in relation to the Artists in the Black program and cultural safety and engagement at Arts Law.
* Support Arts Law staff and volunteers in building their capacity to engage with and understand the needs of Aboriginal and Torres Strait Islander peoples, including artists and their organisations.
* Prepare and maintain appropriate records and reports as required, including undertaking client feedback and data collection for the purpose of program development and program evaluation as requested.
* Be responsible for own administration and organisational tasks, including word processing.
* Assist, when appropriate, with office administration and attend Board, committee and staff meetings as requested.
* Perform any other duties needed to assist Arts Law to meet organisational goals and deliver our mission.

## Artists in the Black Coordinator

### This is an Aboriginal / Torres Strait Islander identified position

### SELECTION CRITERIA

**ESSENTIAL**

1. Demonstrated knowledge and experience in dealing with the challenges faced by Aboriginal and Torres Strait Islander individuals and/or communities, including (but not limited to) artists and arts organisations.
2. Experience in working with Aboriginal and Torres Strait Islander people, organisations and networks and a robust network within this sector.
3. Excellent communication skills (oral and written), including presentation skills and in particular, the ability to explain complex issues in a clear and simple way.
4. Ability to provide cultural engagement support or guidance within an office environment.
5. Demonstrated ability to communicate with a diverse range of people and organisations, including artists, arts organisations, members of the legal profession, representatives of government and community organisations.
6. Well-developed administration, organisational and self-management skills, including word processing, email and other general computer skills and excellent attention to detail.
7. Demonstrated ability to work effectively in a small office team, including reporting to management team and CEO and communicating effectively within that team.
8. Ability to travel to metropolitan, regional and remote to Aboriginal and Torres Strait Islander clients and communities nationally, and to participate in the delivery of the AITB program’s outreach work.

#### DESIRABLE

Tertiary or other qualifications relevant to provision of Arts Law services to Aboriginal and Torres Strait Islander peoples.

Understanding and appreciation of the role of community based organisations, and of community legal centres in particular.

Experience liaising with relevant government and professional agencies.

1. Arts Law considers that being Aboriginal or Torres Strait Islander is a genuine occupational qualification under s 14 of the Anti-Discrimination Act 1977 (NSW) for this position. [↑](#footnote-ref-1)