

## **Attachment B**

### **POSITION DESCRIPTION**

#### ***Visual Arts Outreach Manager***

### **ORGANISATIONAL RELATIONSHIP**

#### **REPORTS TO:**

- Chief Executive Officer

#### **COORDINATES:**

- Community Artswriters in BRA remote community art centres (VAOP)
- Arts skills trainers for accredited and non-accredited training as required
- Visiting Artists as required
- Visual Arts events

#### **EXTERNAL RELATIONSHIPS:**

- ANKAA
- DESART
- Barkly Regional Council
- Nyinkka Nyunyu Art and Culture Centre
- Galleries
- Partners

### **ROLES. RESPONSIBILITIES AND DUTIES**

#### **1. Assist BRA Management:**

- To deliver VAOP program plan in consultation with Executive Officer and VAOP team.
  - 1.1. In the preparation and management of budgets for the program
  - 1.2. In developing funding applications and acquittals of grants relating to the program.
  - 1.3. To identify funding or partnerships opportunities for the employment of Arts Worker positions.
  - 1.4. Co-coordinate *Artists of the Barkly* Marketplaces
    - 1) Coordinate artists from *Artists of the Barkly* groups to attend Marketplaces
    - 2) Be present at, and engaged with all aspects of the Marketplaces
  - 1.5. To co-coordinate annual *Barkly Artists Camp* in partnership with Desart

- 1.6. Identify accredited training with RTO's (CDU & Batchelor) and also coordinate non-accredited training as needed
- 1.7. Co-supervise any contract trainers or visiting artist.
- 1.8. Identify employment opportunities for artists involved in the program (eg: artwork commissions, artists on projects, entering art prizes & exhibition etc)
- 1.9. To work with *Artists of the Barkly* groups in developing new ideas for exhibition development
- 1.10. Assist with the Financial Management of the *Artists of the Barkly* groups as needed, this may include:
  - 1) Being proficient with SAM software arts management program
  - 2) Supporting and recording sales for the art group
  - 3) Organising artist payments for work sold
  - 4) Organising access to money or payment of invoices for *Artists of the Barkly* groups supplies
  - 5) Providing accurate financial reports in the form of money story to *Artists of the Barkly* groups on a quarterly basis

**2. Assist management of *Artists of the Barkly* groups to:**

- 2.1. Encourage the development of an annual plan with *Artists of the Barkly* groups which outlines key dates, workshops, exhibitions, etc
- 2.2. Facilitate governance development by supporting *Artists of the Barkly* groups meetings and decision making
- 2.3. Work with *Artists of the Barkly* groups to identify funding for any visiting artists workshops as requested and also funding for any cultural maintenance projects as initiated by *Artists of the Barkly* groups
- 2.4. Support *Artists of the Barkly* groups in consigning artwork to Nyinkka Nyunyu Art & Cultural Centre as well as seeking new galleries and opportunities to consign artworks outside the region.
- 2.5. Support *Artists of the Barkly* groups in facilitating workshops and bush trips with artists and young people
- 2.6. Mentor Arts Workers as they develop and learn new skills, including:
  - 1) Support art workers as they learn to catalogue artwork using SAM
  - 2) Ensure that all artwork is catalogued; that stories are written up for each artwork, that artwork is measured, recorded and priced
  - 3) Oversee and support the art workers to carry out their day to day work duties (mixing paint, cutting canvas, cleaning space, recording canvas)
  - 4) Support art workers to maintain equipment and organise painting supplies for artists

**3. Assist Visual Arts reporting so as to:**

- 3.1. Ensure adequate recording and evaluation of the program in undertaken in line with BRA's evaluation systems, including monthly reports to be tabled at BRA board meetings in collaboration with Executive Officer
- 3.2. Produce timely reports for funding bodies to meet their contractual reporting requirements in collaboration with Executive Officer.

**4. 4.1. Any other Duties as reasonable required or directed by the CEO**