



POSITION DESCRIPTION

POSITION DETAILS:

Position Title:	Manager – Art from the Margins
Award / EA:	Non-award – Mercer job evaluation system
Classification:	<i>Salaried Officer Level 6</i>
Reports to:	Manager – Creative Arts

Role Purpose and Position Summary:

Provide general management and coordination of the Wesley Mission Queensland Art from the Margins program including managing the workshop and gallery space.

The Program:

The Art from the Margins (AFTM) program is a creative initiative of Wesley Mission Queensland. AFTM began in 2008 with the goal of creating a purpose and an artistic outlet for homeless artists in Brisbane. The scope of AFTM has expanded to promote and support the creative work of disadvantaged and disenfranchised artists. These include artists who are homeless, living with a mental illness or physical disability, coming from a refugee or Indigenous background or facing other challenging and adverse circumstances. AFTM has developed into a multifaceted program of exhibitions, workshops and professional development of emerging artists.

Key Role Accountabilities:

1. Align personal leadership behaviour and ethical standards with the WMQ Model of Care, the Wesley Charter and Wesley Mission Queensland's Vision, Mission and Values.
2. Work with the AFTM Advisory Board to develop and manage gallery exhibitions and deliver the AFTM Art Awards.
3. Develop and maintain Strategic and Operational Plans for the program annually.
4. Develop and deliver innovative, accessible and inclusive arts programs.
5. Strengthen networks within the Arts and Galleries communities.
6. Liaise with WMQ Corporate Services and other internal and external stakeholders.
7. Lead, motivate and manage all program staff (two direct reports), contract facilitators, volunteers and interns.
8. Compile, monitor, manage and report on the budget for the Art from the Margins program to Manager Creative Arts. Develop and implement strategies to secure corporate funding and philanthropic donations in consultation with WMQ Corporate Partnership and Fundraising.
9. Develop and implement publicity, media and event management strategies to ensure AFTM is working well with Marketing and Media specialists regarding coverage of AFTM events.
10. Comply with WMQ organisational policies and procedures.
11. Ensure compliance with Workplace Health and Safety and all relevant policies, procedures and legislative requirements and promote and model continuous quality improvement processes.
12. Work within the NDIS Quality and Safeguards Commission

Qualifications, Knowledge and Requirements:

Essential:

1. Proven track record of program development and leadership in an arts-based position.
2. Proven network within the Arts.
3. Proven ability to develop and implement event management processes within a complex and challenging business environment.
4. Commitment to supporting people living with adversity to achieve enrichment through the arts.
5. Proven experience in leading and influencing staff to achieve goals.
6. High-level interpersonal, negotiation, verbal and written communication skills.
7. Strong financial planning and resource management skills.
8. Experience applying and modelling Workplace Health and Safety and continuous quality improvement

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Approved by Director, People and Culture
DATE –

policies and procedures.

9. A willingness to work effectively with people living with disabilities and disadvantage.
10. Current Driver's Licence and willingness to drive in the course of work.
11. Relevant probity checks required by legislation and WMQ policy.
12. NDIS Worker Screening Clearance held before commencing.
13. NDIS Worker Orientation Module 'Quality, Safety and You' completed before starting.

Essential Competencies for the Role:

Deciding and Initiating Action

Makes prompt, clear decisions which may involve tough choices or considered risks • Takes responsibility for actions, projects and people • Takes initiative, acts with confidence and works under own direction
Initiates and generates activity.

Leading and Supervising

Provides others with a clear direction • Sets appropriate standards of behaviour • Delegates work appropriately and fairly • Motivates and empowers others • Provides staff with development opportunities and coaching • Recruits staff of a high calibre • Builds trust, Acts with Integrity, Inspires others, Encourages Innovative Thinking

Creating and Innovating

Produces new ideas, approaches or insights • Creates innovative products or designs • Produces a range of solutions to problems • Seeks opportunities for organisational improvement • Devises effective change initiatives.

Formulating Strategies and Concepts

Works strategically to realise organisational goals • Sets and develops strategies • Identifies and develops positive and compelling visions of the organisation's future potential • Takes account of a wide range of issues across, and related to, the organisation.

Planning and Organising

Sets clearly defined objectives • Plans activities and projects well in advance and takes account of possible changing circumstances • Manages time effectively • Identifies and organises resources needed to accomplish tasks • Monitors performance against deadlines and milestones.

Adapting and Responding to Change

Adapts to changing circumstances • Accepts new ideas and change initiatives • Adapts interpersonal style to suit different people or situations • Shows respect and sensitivity towards cultural and religious differences • Deals with ambiguity, making positive use of the opportunities it presents.

Other Capabilities and Attributes that will drive success in the Role

All Wesley Mission Queensland employees are expected to demonstrate an understanding and commitment to organisational Vision, Mission and Values. The incumbent of this position will be expected to:

1. Role model interpersonal, professional and leadership behaviours consistent with the WMQ core values of Integrity, Respect, Empowerment, Hope, Justice, Compassion and Innovation.
 2. Actively participate in WMQ performance development processes to meet organisational requirements and own career aspirations.
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Our Vision

A compassionate, just and inclusive society.

Our Mission

We walk alongside people in need to enhance capacity, choice and independence, to strengthen relationships and build community well-being.

Our Values

Integrity
Respect
Empowerment
Hope
Justice
Compassion
Innovation