

## Indigenous Arts Officer POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Indigenous Arts Officer
<b>HOURS:</b>	4-5 days per week, Monday – Friday 9:00 – 5:00pm (negotiable)
<b>SALARY:</b>	\$70,000 pro-rata (Salary sacrificing available)
<b>TERM:</b>	Permanent
<b>MANAGER:</b>	Reports to Program Manager

**This position is designated as a specific Aboriginal position under section 14d of the Anti-Discrimination Act, 1977.**



***Creating new pathways through art and cultural learning.***

The Torch is a not-for-profit community arts organisation that provides art, cultural and arts industry support to Indigenous offenders and ex-offenders.

The core mission of The Torch is to address the over-representation of Aboriginal and Torres Strait Islander people within Victoria's justice system through the delivery of its Statewide Indigenous Arts In Prison & Community Program.

You can read more about our program [here](#).

### **About the role**

The Torch employs five Indigenous Arts Officers and a Program Mentor to deliver the arts program, supporting our in prison and post release community of men and women.

This role requires regular travel to Victorian prisons and to metro and regional Victoria to visit participants in community. Occasional travel to our St Kilda office is also required. We are keen to talk to any interested applicants living in regional Victoria about how this role might fit for them.

### **Roles & Responsibilities**

- Develop and foster positive relationships with participants around art production through in prison and home/community visits (within Victoria) and regular phone contact,

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- Provide cultural, technical and conceptual advice on participant's artworks
  - Support participants to produce and contribute artwork to the Torch gallery and exhibitions
  - Contribute to the selection, collection, preparation and installation of artworks for exhibitions
  - Liaise with relevant prisoner support and arts networks
  - Maintain accurate program records (participation engagements, artwork collection paperwork)
  - Support local engagement in arts and cultural activities (facilitating links with local Aboriginal organisations, co-operatives, galleries and relevant mainstream art organisations for In Community participants)
  - Support participants to attend exhibitions and exhibition openings
  - Other duties as directed by the CEO and Program Manager

### **About you**

Ideally, you will have:

- experience creating art (preferably painting)
- good organisational skills
- knowledge of Indigenous communities and cultural protocols
- understanding of the role of the arts in promoting cultural strengthening and wellbeing
- experience working as part of a team
- a valid Driver's License
- Vaccination Certificate/and booster in line with current COVID-19 requirements for prison visits

Ideally you will be:

- comfortable working with Indigenous community members in a prison environment and making home/community visits

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- flexible, motivated and driven to achieve community outcomes
- physically and mentally fit and have the ability to travel across Victoria on a fortnightly basis

***The success of our Arts Program is due to the cultural support and guidance provided to our participants from our Indigenous Arts Officers, which is why we are seeking an Aboriginal and Torres Strait Islander person for this role.***

### **Additional Info**

- We are passionate about art and creative cultural practice and encourage our Arts Officers to maintain their own arts practice. We are happy to talk about flexible working arrangements to suit an applicant's specific needs.
- We believe staff health and wellbeing are central to the success of our organization. We are committed to promoting positive mental health and wellbeing for staff through a range of initiatives including an Employee Assistance Program (EAP) for staff to access a range of confidential support services.
- The travel for this role includes travel to Victorian prisons and regional Victoria. We encourage applications from Indigenous people living in Melbourne metro and regional areas.

### **Application Details**

To apply for this role, send us your CV and a 2 page (maximum) letter outlining why you would be suitable for the role, your current creative practice and any additional work experience that will support your application.

Send your application via email to Nerissa Broben [work@thetorch.org.au](mailto:work@thetorch.org.au) by **5pm Monday 6 June 2022.**

### **Get in contact**

We encourage anyone interested to get in touch with Nerissa Broben and have a yarn about the position prior to the application deadline.

Email: [work@thetorch.org.au](mailto:work@thetorch.org.au)  
Torch office: 9042 1236