

# Position Description

[Arts Officer]



## Position Details

<b>Position Title</b>	<b>Arts Officer</b>
<b>Position Number</b>	703106
<b>Classification</b>	Band 5
<b>Division</b>	Community Strengthening
<b>Branch</b>	Libraries Arts and Events
<b>Unit</b>	Arts and Cultural Services
<b>Reports To</b>	Coordinator Arts and Culture
<b>Employment Essentials</b>	<ul style="list-style-type: none"><li>• Working with Children Check</li><li>• National Police Check</li></ul>

Yarra City Council is committed to being a [child safe organisation](#) and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander peoples, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

## At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

## Organisational Context

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Community Strengthening division promotes and enhances community well-being through funding programs, service provision and community partnerships. Services include: maternal and child health, family

# Position Description

[Arts Officer]



support, youth services, aged and disability services, arts and cultural development, library services, family and children's services, social policy and venues and events.

Community Strengthening is committed to achieving the organisational goals outlined in the Council Plan. Works to strengthen Yarra's community as well as to increase resident participation in public life encompass five broad approaches:

1. Understanding local issues and opportunities
2. Developing and implementing key plans and strategies
3. Partnerships and projects
4. Advocacy and lobbying from a rights-based approach
5. Supporting and enhancing community participation

The Libraries Arts and Events Branch delivers services through four service streams:

1. Library Services: across 5 sites in Collingwood, Carlton North, Fitzroy, Fitzroy North and Richmond
2. Arts and Culture: delivery of arts programming, grants and public art and cultural collections
3. Festivals and Events Permits: supporting and enabling Yarra's events and festivals including compliance and logistics
4. Venues: supporting events and meetings and facilitating access to spaces and community rooms

Our branch vision is connecting our community to explore and participate in the cultural life of Yarra and our purpose is to provide and enable spaces, places and services that strengthen belonging, inclusion and sharing. We champion opportunities and experiences that promote life-long learning, gathering, creativity and discovery.

**Position reports to:** Coordinator Arts and Culture

**Reporting to this Position:** Contractors, volunteers as required

**Internal Relationships:** The incumbent liaises with management and staff at all levels within the organisation. On a daily basis the position liaises with the teams within the Libraries Arts and Events portfolio and other teams as required.

**External Relationships:** The incumbent is required maintain professional relationships with a range of Federal, State, Regional and Local Government agencies; private sector bodies, peak arts, cultural and community organisations, external service providers, suppliers, local residents and ratepayers.

## Position Overview

Under the direction of the Coordinator Arts and Culture, the Arts Officer plays a key role in the development, promotion and delivery of arts and cultural programs and initiatives within Yarra. Working as part of a dynamic team, the position is responsible for working closely with local artists, community and key organisations in the delivery of accessible and inclusive projects and initiatives that promote Yarra as a thriving creative city.

# Position Description

[Arts Officer]



## Key Responsibilities

### All Yarra employees:

Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Council's activities.

### Under the direction of the Coordinator Arts and Culture The position is involved with or responsible for.

- Public Art Policy implementation, including the delivery Council's dedicated Temporary Public Art Program and initiatives.
- Delivery key arts projects and initiatives in alignment with Unit and Council Plan priorities.
- Representation of Council on relevant arts and cultural committees, stakeholder forums and internal working groups where required.
- Efficient and effective systems to ensure Council's Public Art Collection, including heritage objects are maintained.
- Proactively participating and contributing to the management of Council's Art and Heritage Collection, both indoor and outdoor collections.
- Development of information and up to date guidance regarding murals and street art to support the public realm to be activated in safe and inclusive ways and be compliant with regulatory and legal frameworks.

### Planning and Policy Development

- Plan for and implement the Public Art Policy and relevant aspects of the Arts Strategy.
- Assist the Coordinator Arts and Culture in the preparation of reports and technical advice for Council and its Committees.
- Support the team to undertake on-going community consultation with community members and other key stakeholders.

### Program Design Development and Delivery

- Design, develop and deliver arts programs, events and projects that engage local community, reflect local culture and enhance access to the arts and culture.
- Deliver sound project management approaches to programs and initiatives including coordination and scheduling and logistics for art events, exhibitions, workshops and performances.
- Contribute to the management of the Yarra Art and Heritage Collection.
- Contribute to the development of specifications, project and contract management, monitoring and evaluation of arts and cultural projects, consultancies and programs.

### Administration

- Attend Council, Committees and other meetings as required.
- Organise, manage and maintain Council's corporate filing systems, budget and record keeping & documentation for related program areas.

### Resourcing

- Provide information, advice and referrals for local artists, cultural industries, and the wider community helping them navigate funding opportunities, planning or regulatory requirements.
- Liaise with community groups and agencies, traders, arts and cultural organisations, artists, residents, funding and sponsorship bodies and foster links and partnerships with and between such groups.

# Position Description

[Arts Officer]



- Monitor and report on the outcomes of projects and initiatives, ensuring clear communication and obligations are met with funding bodies and key stakeholders.

## Budget Management

- Under the direction of the Coordinator Arts and Culture, manage project budgets ensuring financial accountability and effectiveness.
- Track expenses, process payments and provide financial reports to the Coordinator Arts and Culture.

## Promotion

- Collate and manage information on local arts and cultural activity, practitioners, resources and services.
- Promote local arts and cultural activity, opportunities and resources through Council's communication tools.
- Assist with the development of an innovative approach to the promotion of local arts and cultural activity and opportunities.

## Other Duties

- Undertake other duties as required.

## Accountability and Extent of Authority

- **Resource supervision:** freedom to act set by clear objectives and/or budgets, frequent consultation and regular reporting.
- **Specialist advice or regulate clients:** close supervision or clear guidelines; effect of actions taken on individual clients may be significant, but subject to appeal or review.
- **Direct support and assistance:** freedom not limited simply by standards and procedures; actions taken will have an impact on the employee supported.

## Judgement and Decision Making

- May involve problem solving using guidelines, professional/technical knowledge or experience.
- Problems are occasionally complex or technical, with new situations requiring some creativity and originality.
- Guidance and advice is usually available within time to make a choice.

## Management Skills

- Skills in managing time, setting priorities and planning and organising own work.
- Achieve specific objectives within available resources and timetable.
- If supervising employees - able to implement EEO, OH&S, and training and development.

## Interpersonal Skills

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of well-defined activities.
- Write reports in field of expertise and/or prepare external correspondence.

## Risk and Safety Requirements

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.

# Position Description

[Arts Officer]



- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures to meet this commitment.

## Specialist Skills and Knowledge

- Specialists and staff interpreting regulations require an understanding of underlying principles as distinct from practices.
- Support employees require an understanding of long-term unit goals and appreciation of wider organisation goals.
- All employees require an understanding of policies, regulations and precedents.
- Sound knowledge of arts administration and project management.
- Sound knowledge of arts and cultural networks and funding sources.
- Ability to plan, prioritise and organise work within a set timetable and in an environment of change and conflicting demands.
- Highly developed skills in program and project management; including planning, development, monitoring and evaluation.
- Highly developed written skills and ability to prepare submissions, reports and specifications.
- Highly developed budgetary skills.
- Well-developed communication, writing skills and computer skills.

## Qualifications and Experience

- Tertiary qualification in arts administration or collections management with little or no experience or lesser formal qualifications with work skills and relevant experience
- Previous experience in arts collection management and/or public art planning and project delivery.

## Key Selection Criteria

1. Tertiary qualifications or extensive relevant experience in arts administration, creative initiatives and collections management.
2. Strong understanding of arts administration and project management within local government settings, including planning, development, delivery, monitoring and evaluation.
3. Highly developed skills in program and project management and an ability and commitment to be working both independently and within a team.
4. Demonstrated ability and commitment to working with diverse communities, including and not limited to First Peoples, multicultural communities, young people, older people, people living with disability and LGBTQIA+.
5. Highly developed skills and experience with stakeholder engagement and partnerships.