



POSITION DESCRIPTION

Position Title:	Program Co-ordinator (22.5 hours per week negotiable)
Department:	Visual Art
Reports to:	Studio Managers
Note: This Position Description does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for services.	

Organisational Summary:

Mission:

Our vision is to continue to be the pre-eminent arts service for people living with disability and to provide an exceptional space for creativity and meaningful interaction. Studio ARTES wishes to expand and grow to fulfil the dreams and aspirations of all people living with disability to accomplish, explore and achieve their potential whilst all the while maintaining a person-centred approach to our service delivery.

Our Core Values:

- ❖ Inclusion - Studio ARTES supports members to exercise choice and participate in services delivery and direction.
- ❖ Equity - Studio ARTES is a place where all people can participate, regardless of their age or disability.
- ❖ Respect - Studio ARTES fosters an environment that promotes respect, regardless of age, disability, sexuality or cultural background.

Position Summary:

To create, develop and deliver a wide range of visual art sessions and supports in an expressive environment for adults with disabilities seeking to develop and expand their creative and life skills.

Manage the workforce and resources that delivers these visual art programs to assist people with disability to achieve their goals and aspirations.

Contribute to the development of programs including how to identify and meet the needs and expectations of the various member/stakeholders.

Key Responsibilities:

- Actively involved in the planning, development and delivery of visual art programs and projects, ensuring the meeting of stakeholder needs/member engagement (This will include preparation of budgets for events/session requirements, and equipment.)
- Review of Feedback and Planning for all sessions within the Visual Art Branch, ensuring quality & member centredness, in collaboration with the Principal Artist
- Ensuring member records (incl. one page profiles) are completed to high standards.
- Minimum of one excursion for each group (they may be combined) per term.
- Assisting Management with staff appraisals as required.
- Leading a team to the successful execution of Art Exhibition/s.
- Assisting with writing and acquittal of grants in respect of Art Exhibition/s
- Communicate and work with colleagues/managers to ensure consistent culture & services across the Studio.

Competencies and Experience Required:

- Experience in leading teams in a community services environment.
- Managing teams in a community services environment
- Computer Literacy
- Very organised and conscientious
- Respectful of privacy and confidentiality
- Physically fit, able to undertake personal care of participants and manage wheelchairs

Qualifications Required:

- NDIS Worker Clearance
- Working with Children Check
- Vaccinations as may be required from time to time.
- Understanding of the challenges and changes of delivering services under an NDIS
- Ability to work co-operatively and collaboratively as part of a team.

Qualifications Desirable but not essential

- Australian Drivers Licence
- First Aid Certificate
- Degree in Visual or Fine Art related faculty

Other Requirements

- You may need to perform other reasonable duties, which are not listed in this position description from time to time to meet our business and operational needs.
- You may be required to travel with notice to fulfill your duties.
- To work and promote the NDIS Practice Standards
- To promote a person-centered culture of choice inclusion and empowerment
- A commitment to the principles of quality assurance and continuous improvement

Workplace participant acknowledgement

I acknowledge:

- *receiving the Studio Artes Position Description;*
- *that I will comply with the position description; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment, the cancellation of my engagement, or the loss of my position.*

Your name:

Signed:

Date:
