



## Position Description

POSITION TITLE:	<b>Arts and Culture Officer</b>
DEPARTMENT:	Planning and Community Development
REPORTS TO:	Manager Community Development
LOCATION:	Administration Centre
SALARY SYSTEM GRADE:	Grade 6
REMUNERATION PACKAGE:	Access to a range of salary packaging benefits
HOURS OF WORK:	35 hours per week (9 day fortnight) including weekends for exhibitions and events

### Our Mission

To meet the challenges of our unique and diverse region.

### Purpose of Position

The Arts and Culture Officer plays a critical role in planning, supporting and delivering arts and cultural initiatives in the Kyogle local government area. This includes planning and coordinating exhibitions and events in Council's Cultural Precinct (including the Roxy Gallery) that contribute to a culturally vibrant community.

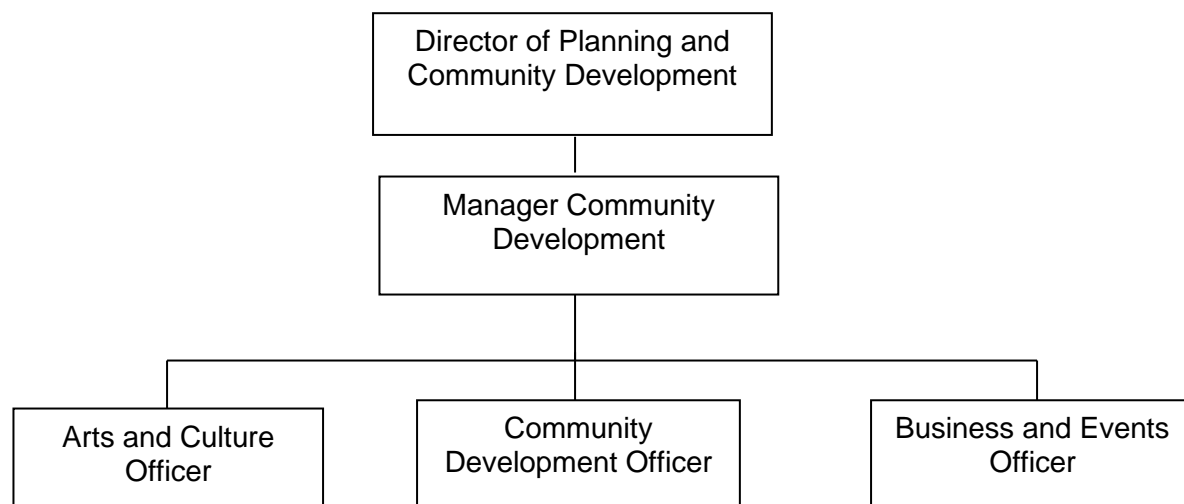
### Award Provisions

Award:	Local Government (State) Award 2020
Award Grade:	Band 2 Level 1 – Band 2 Level 2

## Organisational Relationships

WITHIN DEPARTMENT:	Director Planning and Community Development Manager Community Development Technical and professional staff
WITHIN COUNCIL	Development and Regulatory Services staff Urban Services staff Contractors
EXTERNAL TO COUNCIL <i>(e.g. community, business &amp; other government)</i>	Artists Event organisers Organisations and stakeholder groups Government departments Residents and patrons Community

## Organisational Chart



## Schedule of Duties





- Plan and deliver an annual program of exhibitions at the Roxy Gallery including a program of events or activations to promote the gallery and develop new audiences.
- Develop and implement marketing plans and collateral to promote the Roxy Gallery, encourage visitation and develop new audiences.
- Plan, support and coordinate events and activities held in Council's Cultural Precinct (including venue and site hire).
- Develop and deliver arts and culture initiatives and projects across the local government area.
- Develop and implement plans, policies, programs and strategies to grow and support the creative industries across the local government area.
- Collaborate with industry and community to identify, support and promote arts and cultural initiatives with consideration for a range of artforms, participants and audiences.
- Prepare grant applications and administer and acquit grants, to support arts and cultural initiatives.
- Establish and maintain networks and engagement with key stakeholders including artists, arts and cultural organisations, funding bodies and community groups.
- Assist in developing and maintaining a team culture that is performance driven and committed to continuous improvement and adherence to public sector values in the delivery of high-quality services.
- Apply the principles and practices of Equal Employment Opportunity and Work Health and Safety to the workplace.
- Other relevant duties as required.
- Please note, several of the above duties may involve physically demanding tasks including lifting heavy items, climbing ladders, bending, standing for periods etc.

## Role Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Table 1 outlines the full list of capabilities and the qualifications and experience required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

**Table 1: Role requirements**

<b>Technical Requirements</b>		<b>Grade 6</b>
Qualification		Tertiary qualification in Arts, Arts Administration, Events Management or equivalent.
Driver's Licence		Class C
<b>Role Capabilities</b>		
	<b>Manage Self</b>	<b>Adept</b>
 <b>Personal attributes</b>	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 <b>Relationships</b>	<b>Communicate and Engage</b>	<b>Intermediate</b>
	<b>Community and Customer Focus</b>	<b>Intermediate</b>
	Work Collaboratively	Intermediate
 <b>Results</b>	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
 <b>Resources</b>	Deliver Results	Intermediate
	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment. The focus capabilities for this position are outlined in table 2.

**Table 2: Focus Capabilities for Grade 6**

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manages Self <i>Shows drive and motivation, an awareness of strengths and weaknesses and a commitment to learning.</i>	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance.</li> </ul>
<b>Relationships</b> Communicate and Engage <i>Communicates clearly and respectfully, listens and encourages input from others.</i>	Intermediate	<ul style="list-style-type: none"> <li>• Focuses on key points and communicates in plain English</li> <li>• Clearly explains and presents ideas and technical information</li> <li>• Monitors own and others non-verbal cues and adapts where necessary</li> <li>• Listens to others when they are speaking and asks appropriate, respectful questions</li> <li>• Shows sensitivity in adapting communication content and style to diverse audiences</li> </ul>
<b>Relationships</b> Community and Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	Intermediate	<ul style="list-style-type: none"> <li>• Identifies and responds quickly to customer needs</li> <li>• Demonstrates a thorough knowledge of services provided</li> <li>• Puts the customer and community at the heart of work activities</li> <li>• Takes responsibility for resolving customer issues and needs.</li> </ul>
<b>Results</b> Plan and Prioritise <i>Plan and organise work in line with organisational goals and adjusts to changing priorities</i>	Intermediate	<ul style="list-style-type: none"> <li>• Participates constructively in unit planning and goal setting</li> <li>• Helps plan and allocate work tasks in line with team/project objectives</li> <li>• Checks progress against schedules</li> <li>• Identifies and escalates issues impacting on ability to meet schedules</li> <li>• Provides feedback to inform future planning and work schedules</li> </ul>

## Role Skills

To be eligible for progression through Council's salary system, staff must demonstrate the role-based skills outlined in Table 4 below, in addition to meeting the technical requirements and demonstrating competency in the core capabilities described under the Local Government Capability Framework (see Table 1).

**Table 4: Skill progression**

Level	Skill required
<b>0</b> <b>(Grade 6, Entry)</b>	<ul style="list-style-type: none"><li>• Demonstrated competency in relation to the focus capabilities listed in Table 2</li><li>• Tertiary qualification in Arts, Arts Administration, Events Management or equivalent.</li></ul>
<b>1</b> <b>(Grade 6, Step 1)</b>	<p>In addition to the skills listed under Level 0:</p> <ul style="list-style-type: none"><li>• Able to complete all administrative tasks for the Roxy Gallery including programming exhibitions, installation of exhibitions, coordination of payments to artists and venue hire fees, invoicing and reconciliations; database maintenance; correspondence with exhibitors, and managing volunteer roster.</li><li>• Assists with the development and delivery of an annual program of exhibitions and events for the Roxy Gallery including facilitation of after hour events, tours, artist talks and activations.</li><li>• Coordinates venue and site hire for events and activities held in Council's Cultural Precinct including the Roxy Gallery, Kyogle Memorial Hall and Banquet Room.</li><li>• Assists with the development and delivery of arts and cultural projects.</li><li>• Produces media and print collateral to promote arts and cultural activities and events.</li><li>• Establishes and maintains networks and engagement with key stakeholders including practitioners, arts and cultural organisations, industry networks and community groups.</li></ul>
<b>2</b> <b>(Grade 6, Step 2)</b>	<p>In addition to the skills listed under Level 1:</p> <ul style="list-style-type: none"><li>• Leads the development and delivery of an annual program of exhibitions and events for the Roxy Gallery including facilitation of after hour events, tours, artist talks and activations.</li><li>• Assists in the development and implementation of arts and culture policies, strategies, programs and projects to grow arts and cultural events and initiatives across the local government area in collaboration with internal and external stakeholders.</li><li>• Collaborates with community and industry networks to identify, support and promote arts and culture initiatives with consideration for a range of artforms, participants and audiences.</li><li>• Prepares grant applications and administers and acquits grants to support arts and cultural activities.</li><li>• Establishes and maintain networks and engagement with funding bodies.</li></ul>
<b>3</b> <b>(Grade 6, Step 3)</b>	<p>In addition to the skills listed under Level 2:</p> <ul style="list-style-type: none"><li>• Leads the development and implementation of marketing plans and strategies to promote arts and cultural development events and activities, encourage visitation and participation and maximise audience reach.</li><li>• Researches and develops interpretive material for exhibitions and programs including education kits, education trails and signage.</li></ul>
<b>4</b> <b>(Grade 6, Step 4)</b>	<p>In addition to the skills listed under Level 3:</p> <ul style="list-style-type: none"><li>• Leads the development and implementation of arts and culture policies, strategies, programs and projects to grow arts and cultural events and initiatives across the local government area in collaboration with internal and external stakeholders.</li><li>• Develops and supports new and established revenue streams for Council through programs and events across the Cultural Precinct.</li><li>• Establishes and maintains strong connections with local, regional and metropolitan national media outlets and develops marketing collateral for a range of platforms including print, social media and web.</li></ul>

## Acceptance of Position Description

I, \_\_\_\_\_, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties on

\_\_\_\_\_.

(insert date)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_