

Regional Arts Officer

ROLE OVERVIEW:

The Regional Arts Officer delivers the Regional Arts Service Network (RASN) contract on behalf of the CAA Ltd Directors and provides advice about the development of the arts and cultural sector within SEQ-North region.

THE CREATIVE ARTS ALLIANCE (LTD)

The Creative Arts Alliance (Creative Alliance) is a company limited by guarantee established for the charitable purpose of promoting and advancing culture and the arts including performing arts including dance, drama/theatre and music, visual, arts/crafts, design, screen media and digital arts, with a particular focus on First Nations arts. We aim to facilitate and contribute to the growth and development of arts, cultural and creative industries within the regions. Together with our membership, we are trusted as grassroots arts advocates and service providers by our members, the arts sector, local governments and the community. Our reputation has been built on ideas leadership, advocacy and networking across the arts and through the strong community support for professional arts practice.

WORKING RELATIONSHIPS

Under our Constitution, the CAA has up to 5 director positions, a public officer and a company secretary. The directors lead the organisation and the Regional Arts Officer reports directly to them. The Regional Arts Officer is responsible for delivering the RASN contract with Arts Queensland (AQ) on behalf of the CAA and advising directors on all matters affecting its implementation. The Regional Arts Officer will liaise with all RASN stakeholders (ie: the 6 Local Governments) and partners and manage administration staff and other contract positions associated with RASN.

The sole member of CAA is the Sunshine Coast Creative Alliance (SCCA) and the Regional Arts Officer will also liaise with their Board.

DUTIES AND RESPONSIBILITIES

- Establishes and leads the delivery of the RASN contract with AQ under the direction of CAA directors
- Advises CAA Directors on the implementation of the RASN contract with AQ and the development of the arts and cultural sector in SEQ-North
- Works with the Directors and established references group to plan, manage and deliver key capacity building and facilitation initiatives to support and develop regional arts services for the SEQ-North region
- Manages RASN support staff and other contract positions associated with RASN
- Prepares desktop publishing of reports required for the delivery of RASN and liaison with all stakeholders
- Advises CAA on activities which support the objects of the Company
- Provide advice to the Directors about the establishment and implementation of the CAA Public Fund
- Establishes and maintains positive relationships and thoughtful leadership within the arts and cultural sector

QMS RESPONSIBILITIES

- Assists with the establishment and development an effective quality management system (QMS) that supports the efficient delivery of RASN and the development of the Objects of CAA
- Ensures all documentation is recorded and filed in shared online storage;
- Complies with all CAA procedures relating to the projects, finance and administration
- Contributes to the review of CAA procedure as a part of continual learning & improvements



POSITION REQUIREMENTS

Technical skills

Demonstrates a sustained commitment to and effectiveness in developing professional skills

- Ability to lead and manage cultural programs
- Actively develops own skills and knowledge within the arts and cultural sector
- Produces high quality and accurate work- including checking own work
- Demonstrates skills in database software packages (MS office suite & Creative Suite 6)
- Demonstrates skills in online document storage and management (Google-Drive)
- Demonstrates skills in website updating (with guidance from web administrator)
- Good written and verbal communication skills
- Current Qld Drivers Licence & capacity to travel

Teamwork

Contributes to CCA Team

- Works effectively and collaboratively as part of the CCA team
- Responds to requests for assistance, is willing do what is needed
- Works well with all volunteers, contract staff and stakeholders
- Works well with the Directors and Company Secretary and contributes to the development of CAA

People Skills

Builds rapport with others

- Seeks and accepts feedback constructively
- Keeps the Directors informed regarding areas of contractual and governance responsibility
- Develops rapport with people at all levels- treats everyone with respect and fairness
- Displays an interest in developing skills in mentoring others

Stakeholders/Partners

Demonstrates a commitment to deepening our relationships

- Shows judgement in dealing with stakeholder/partners
- Anticipates and responds to Directors, contract staff and stakeholder needs

Work Practices

Demonstrates a sustained commitment CCA practice for efficiency and budget compliance under the RASN Contract

- Demonstrates understanding of and use of QMS-including keeping relevant records, digital and paper filing
- Establishes and maintains budgets to meet contracted financial obligations of RASN
- Meets deadlines/commitments
- Keeps relevant people informed
- Shows skills in delegation

QUALIFICATIONS

- Appropriate tertiary qualifications or demonstrated experience in arts and cultural development, arts and cultural management or arts and cultural project delivery
- Excellent organisational skills, strong attention to detail and the ability to effectively manage competing priorities and logistical demands of a cultural program including developing and monitoring multiple events and budgets
- Excellent knowledge and experience of regional settings and Aboriginal & Torres Strait Islander arts & cultures
- Excellent communication skills with a demonstrated ability to develop and manage partnerships and strong internal and external relationships
- Well-developed analytical and problem-solving skills and experience in writing, including reports and for creative and professional purposes
- Strong work ethic with the ability to work independently and as part of a team.
- Demonstrated skills in Indesign and Photoshop desirable