



Expression of Interest

Regional Arts Administration Officer

INVITATION TO SUBMIT EXPRESSIONS OF INTEREST

The Creative Arts Alliance (CAA) invites suitable applicants to submit an expression of interest (EOI) for its part time (one day/week) Regional Arts Administration position. The suitable candidate will provide administration support to the Regional Arts Officer in the delivery the Regional Arts Service Network (RASN) contract within SEQ-North region. For specific details on the position please see the *Regional Arts Administration Officer Position Description*. For guidance on the EOI, see below.

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.

SUBMISSION OF EXPRESSION OF INTEREST

Suitable applicants will submit a precise CV and EOI (total 3 pages max) demonstrating how you meet the position requirements by 5pm on the 29 of August, 2018. A shortlist of up to 3 applicants may be invited to attend an interview (the following) week. EOIs are to be submitted via to phil@creativealliance.org.au 'EOI #2 Admin Officer'. Enquiries can be made via this email address or on 0408 721 339.

CONTRACT DETAILS

The Regional Arts Administration Officer Position is a part-time (one day a week), fixed term contract until 30 June 2019 with the possibility of extending it for 2 more years. A 3-month probationary period applies to the contract to ensure a good fit with CAA. Expected salary for the position is Level 3 LGA (\$10k) exclusive of 9.5% super contribution and Workcover. Laptop and phone are not initially supplied as part of the position. Successful applicant should have own transport.

ADDITIONAL INFORMATION ON THE ROLE

The preferred starting date for the position is 1st October 2018. This position will be based on the Sunshine Coast (specific location TBA) and the successful applicant will be required to maintain a regular presence (negotiable) at the CAA office. This position may involve occasional travel within the Redlands, Moreton Bay, Somerset, Sunshine Coast, Noosa and Gympie LGA's. Occasional travel to Brisbane may also required, so it will be preferable if applicants can demonstrate a reasonable level of mobility and flexibility.