

Executive Officer

INVITATION TO SUBMIT EXPRESSIONS OF INTEREST

The Sunshine Coast Creative Alliance (SCCA) invites suitable applicants to submit an expression of interest (EOI) for its part-time (2 days a week) Executive Officer position. The suitable candidate will provide assistance to the SCCA Inc Board to ensure the smooth running of the organization through the governance procedures outlined in the Constitution and through the implementation of SCCA's programs. For specific details on the position please see the *Executive Officer Position Description*. For guidance on the EOI, see below.

THE SUNSHINE COAST CREATIVE ALLIANCE INC

The Sunshine Coast Creative Alliance (Creative Alliance) is an Incorporated entity established promote the value and excellence of transdisciplinary creative enterprise and artistic expression as drivers of innovation, business, culture and regional identity through leadership, advocacy, and partnerships with and for local communities. We aim to facilitate and contribute to the growth and development of arts, cultural and creative industries within this region. 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 4 pages max) demonstrating how you meet the position requirements by 5pm on the 29th of August, 2018. A shortlist of up to 3 applicants will be invited to attend an interview (the following) week. EOIs are to be submitted via to phil@creativealliance.org.au with the email header 'EOI #3 Executive Officer'. Enquiries can be made via this email address or on 0408 721 339.

CONTRACT DETAILS

The Executive Officer Position is a part-time (2 days), 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 SCCA. Expected salary for the position is Level 3 LGA (\$15k) exclusive of 9.5% super contribution and Workcover. Laptop and phone are not initially supplied as part of the position. Successful applicant must 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 SCCA office. This position involves regular travel within Sunshine Coast and Noosa LGA's so the successful applicant will need to demonstrate a high level of mobility and flexibility.