

Executive Officer

ROLE OVERVIEW:

The Executive Officer provides 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.

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.

WORKING RELATIONSHIPS

Under our Constitution the SCCA is a member organization governed by a management committee referred to as 'The Board'. The Board has 4 executive positions and a varying number of general board positions (currently 6). The Board leads the organisation and the Executive Officer reports directly to the Board. The Executive Officer is responsible for supporting the Board, advising and implementing governance requirements under our Constitution, managing other contract and volunteer positions, liaison with Council Stakeholders, partners and members.

SCCA Inc is also the sole member of a company limited by guarantee (CLBG) – The Creative Arts Alliance (CAA) Ltd trading as The Creative Alliance. The Executive Officer will also be responsible for liaising with this CAA.

DUTIES AND RESPONSIBILITIES

- Follow all policies and procedures set down by Sunshine Coast Creative Alliance
- Provide executive support to the Executive and members of the Board
- Diary management to include travel, events and appointments, follow-up actions/tasks
- Co-ordinating and managing industry and affiliated organisations activities/events
- Screening incoming emails/enquiries (including social media)
- Database and membership management (in consultation with responsible Board Member)
- Communication and liaising with internal and external stakeholders (in consultation with President)
- Establishing and maintaining positive relationships and thoughtful leadership within the arts & cultural sector
- Preparation of marketing material and web content (in consultation with relevant Board member)
- Preparation of grant applications and administering of reports including grant acquittals
- Efficiently carry out various administrative and Board support activities as required.

QMS RESPONSIBILITIES

- Assists with the establishment and development an effective quality management system (QMS) that supports the efficient delivery of the SCCA's mission
- To ensure all documentation is recorded and filed in shared online storage;
- Complies with all SCCA procedures relating to the projects, finance, administration
- Leads the review and establishment of SCCA procedure as a part of continual learning & improvements
- Updates all required registers (including membership and positions) required under the Constitution

POSITION REQUIREMENTS

Technical skills

Demonstrates a sustained commitment to and effectiveness in developing professional skills

- 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 social media administration
- Demonstrates skills in website updating (with guidance from web administrator)
- Actively develops own skills and knowledge
- Good written and verbal communication skills
- Current Qld Drivers Licence

Teamwork

Contributes to SCCA Team

- Works effectively and collaboratively as part of the SCCA 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 Executive and contributes to the Board

People Skills

Builds rapport with others

- Seeks and accepts feedback constructively
- Keeps the Executive informed regarding areas of management/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 Board, contract staff and stakeholder needs

Work Practices

Demonstrates a sustained commitment to SCCA practices for efficiency and financial return

- 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 SCCA
- 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
- Good knowledge or 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



- Demonstrated skills in Indesign and Photoshop desirable