

# Arts North West

## Position Description

**Position:** Regional Arts Development Officer/ Executive Officer

**Reports to:** Board of Directors through the President

### 1. Organisation

**Goal:** To build a sustainable, fair and equitable organisation, motivated by a culture of achievement and excellence

Remaining at all times within the limits of your authority as described in the Delegation of Authority) from the Board to the Executive Officer (Schedule 3) perform the following duties:-

#### 1.1 Governance

- Provide advice to the Board of Directors on matters relating to the strategic management of Arts North West including planning, policy development, implementation of approved programs, financial and human resource management practices and organisational performance
- Organise Board meetings and prepare agendas and papers in consultation with the President
- Provide appropriate, timely, relevant and accurate reporting to the Board on all matters pertaining to the management of Arts North West
- Present to the Board, an Annual Report with respect to the activities, achievements, finances and liabilities of the Organisation in the previous financial year and forward this report to the Organisation's members, local arts groups and local government bodies in the Region and to such other organisations as the Board may from time to time determine;

#### 1.2 Operational Management

- Within the Board's direction and approved policies and plans, manage the operations of Arts North West in order to facilitate arts and cultural development in the area of NSW covered by the participating local government authorities
- Undertake and ensure sound and secure management of the organisation on behalf of the Board in the areas of financial management, procurement, appointment/management of staff, promotion and representation of the organisation in all matters specified by the Board

- prepare and revise publications issued by the Organisation;

### **1.3 Policy and Planning**

- Develop, document and review policies relating to the management and operations of Arts North West in consultation with the Board and submit for the Board's approval
- Prepare and implement an annual program and action plans in accordance with the Arts North West Triennial Business Plan and relevant funding agreements
- Ensure that the Arts North West Triennial Business Plan is implemented in a timely manner and that it is regularly reviewed and updated;

### **1.4 Personnel Management**

- Within the structure approved by the Board, ensure effective management of staff resources, including recruitment and selection, training and development and performance management
- Oversee and direct staff employed by Arts North West and its contractors to ensure that Arts North West is achieving its objectives, as documented in the Triennial Business Plan.
- Ensure adherence to all current Occupational Health and Safety legislation
- Deal with industrial disputes within Arts North West within the terms of existing awards and conditions of employment relating to employees of Arts North West;

### **1.5 Financial Management**

- Manage, in consultation with the Board's Finance sub-Committee, the Organisation's finances to ensure adequate means of recording and monitoring all income and expenditure that satisfies the Organisation's legal obligations in respect of annual reporting requirements;
- Develop, in consultation with the Finance Sub Committee, for the Board's adoption, a budget for the year's operational activities and project and report against the budget quarterly
- Present to the Board as and when required, and at all Board meetings, written progress reports with respect to the activities, finances and liabilities of the Organisation
- Operate within the Annual Budget and pledge the credit of the Organisation only to the extent of the relevant item within the Annual Budget
- Requisition plant, stores and equipment and make payments in respect of the Organisation's liabilities as and when they fall due; prepare and issue invoices and make due provision for the receipt of all monies paid to the Organisation
- Operate a Corporate Card in accordance with the agreed budget for provision of

services

- Prepare and submit funding submissions in order to meet the requirements of funding bodies for core operational funding and, additionally for project funding, to maximise opportunities arts and cultural development in the Arts North West area
- Prepare and submit acquittals for funding received and utilised by Arts North West
- Submit, within the prescribed timeframe, all appropriate financial records for audit to the Board's appointed auditor and ensure that Audit is completed in time for the organisation's Annual General Meeting;

#### **1.6 Professional Development**

- Keep up to date with trends and developments generally, with the view to assisting in the implementation of new and innovative projects and, in particular, to be aware of financial and other support available from various organisations and government programs and convey this information to the Board and its membership, local Arts Councils, artists, community groups and local government bodies in the Region;

#### **1.7 Risk Management**

- Immediately inform the Board of any request by a member, a local arts group, a local government body or any other local organisation or group within the Region for you to do any act or thing which you regard as being inconsistent with the aims of the Organisation.

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## **2. Programs**

<p><b>Goal:</b> To increase arts activities, enhance the skills base and raise awareness of the value of arts and creativity in the Arts North West Region.</p>
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#### **2.1 Advice and Assistance**

- Support, encourage and promote activities, facilities and resources in the Region relative to arts and cultural development, and advise and assist the community in initiating and/or developing activities and projects
- Assist with the formation and development of new arts groups/organisations in the Region where appropriate
- Advise and assist arts organisations and groups with the preparation of funding submissions where required;

#### **2.2 Project Development**

- Give priority to the development of projects which encourage, where relevant, arts professionals working with members of communities to integrate the arts into their lives and to build on mutual skills, appreciation and respect
- Manage and coordinate projects and initiatives that address the goals of the Organisation as set out in the Organisation's Mission Statement, Primary Roles and Key Performance Indicators
- Liaise with local, state and federal government agencies in the development of arts related projects that are of benefit to the Arts North West Region;

### **2.3 Skills Development**

- Increase the capacity of regional residents to undertake activities in arts and cultural disciplines through arranging, advising on, providing and/or facilitating workshops and group learning opportunities
- promote education and employment opportunities in arts related occupations throughout the region;

### **Cultural Networks**

- Foster co-operation between local community arts groups in the Region involved in cultural development
- Encourage active participation in arts and cultural activities;

### **2.5 Response to Cultural diversity**

- Maintain links with Indigenous artists living and working within the region and promote their work inside and outside the Region
- Express the Region's diverse identity and promote themes and issues relevant to the different communities within the Region.

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## **3. Marketing, Communication and Advocacy**

**Goal:** To raise the profile and increase engagement with arts and creative activity throughout the Arts North West Region

### **3.1 Communication/ Access to information**

- Communicate relevant information relating to arts and cultural activities within the region in a timely manner, generally through Arts North West's electronic and print publications
- Develop and maintain networks of interested arts and cultural practitioners and

audiences to maximise the opportunities for arts development that become available through Arts North West;

### **3.2 Marketing**

- In consultation with the Board, develop and implement marketing strategies that enhance the arts and cultural life of the region, as agreed and outlined in the annual action plan
- Publicise the activities of Arts North West to relevant stakeholders in a timely and appropriate manner to ensure maximum participation in arts related activities;

### **3.3 Advocacy for arts and cultural development**

- Recognise the importance of volunteers to regional arts development and assist those volunteers, and in particular the members of the organisation to achieve their goals
- In association with the Board, advocate for community cultural development in the Arts North West area in all relevant forums
- In consultation with the President, represent Arts North West on relevant Boards and Committees in the Arts North West area
- Monitor all current marketing activities to ensure maximum value is obtained from the marketing strategies that are currently being implemented and make recommendations to the Board for improvements to the marketing strategies;

### **4. General**

- Carry out such additional tasks as may reasonably be required by the Board, that are within the skills and accountabilities of the Regional Arts Development Officer/Executive Officer.

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITY**

1. Demonstrated understanding of arts and cultural development and the capacity to plan and implement arts/cultural strategies in a regional and rural environment, incorporating the Australian government's social inclusion principles.
2. Demonstrated understanding of the role the Executive Officer to a Board of Management and of managing small team in a not-for-profit arts, cultural or similar organisation.
3. Excellent skills in the preparation of submissions and reports, including a broad knowledge of funding sources, with examples of success in applying for funding.
4. Demonstrated experience in the preparation and management of budgets.
5. Demonstrated project and event management skills.
6. Excellent skills in negotiation and facilitation of arts and cultural activities.

7. Proven ability to establish and/or maintain strategic partnerships with a diverse range of stakeholders including government (Local & State), community organisations, arts/cultural organisations and individuals.
8. Ability to prioritise work, meet deadlines, work flexible hours and travel around the region.
9. A current driver's license

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITY:**

1. Relevant tertiary qualifications and /or commensurate experience in arts and cultural development.
2. Arts marketing and media relations skills.