

Arts North West – Regional Arts Development Officer Selection Criteria

ESSENTIAL CRITERIA:

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.