Position Description

Position Information	
Job Title: Senior Arts & Place Officer **Position Number:** 194 **Last Reviewed:** 1026	**Division**: Development & Communities
Department: Library, Culture and Place **Section:** Arts & Place	**Location**: Library and Museum Hub
Status: Full time	**Classification**: Level 5 City of Belmont Inside Workforce Industrial Agreement 2026 or its replacement

Our Vision

Our Vision is to be home to a diverse and harmonious community, thriving from the opportunities of our unique, riverside City.

Our Values

In everything we do, we will keep to a set of values that guides our attitudes and behaviours.

Teamwork: People building relationships to work together to achieve common goals.

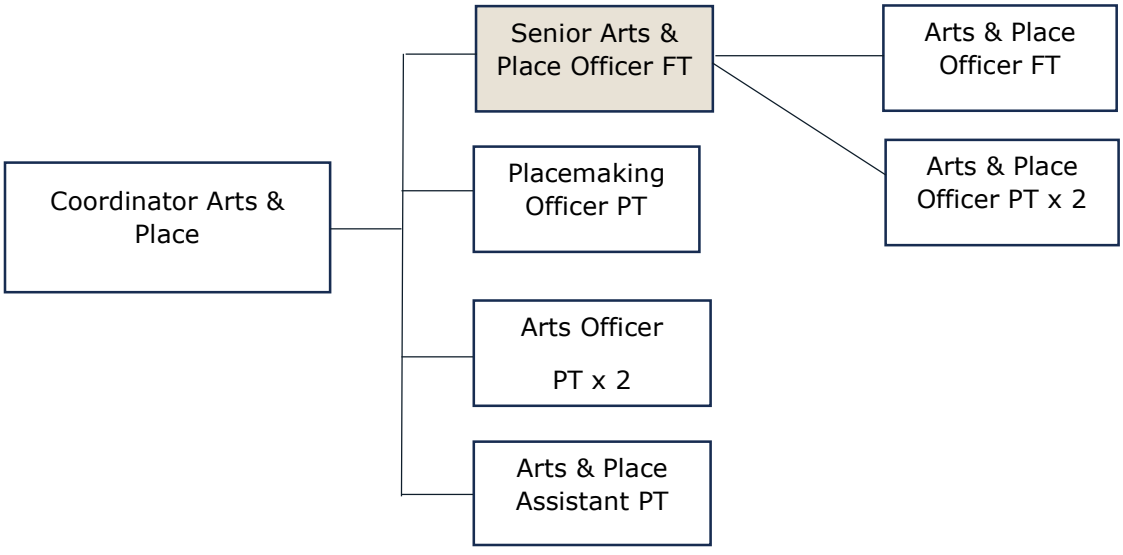
Leadership: To focus and inspire people to achieve.

Integrity: To act in an honest, professional, open and accountable manner.

Innovation: To create new, innovative and alternative ways of working.

People Focus: To work safely. To communicate and consult in order to understand people's needs.

Organisational Relationship



Position Objectives

In consultation with the Coordinator Arts & Place, plan, coordinate, deliver and review the City's community events; and provide specialist advice and internal support for other departmental level community events and activations.

Principle Duties and Responsibilities

- Liaise with the Coordinator Arts and Place and take the lead on the coordination, promotion and evaluation of the City's community events, undertaking the full range of associated duties including:
  - Liaising with internal staff, external suppliers and stakeholders.

- Undertaking research and surveys in relation to meeting customer expectations.
- Preparing and maintaining risk management plans.
- Applying for appropriate licenses and approvals.
- Preparing and acquitting grant and sponsorship submissions.
- Encouraging community groups, local businesses and organisation participation where appropriate in the City's events.
- Develop and maintain project management records and relevant databases.
- Conducting an evaluation/close out process for each community event focussing on the finalisation of budget, analysis of event attendance and surveys and collation of a final report for each event.

- Maintain oversight of events being run by both internal and external stakeholders through the City's internal events process.

- In consultation with the Coordinator Arts & Place, and with assistance from the Arts & Place Officers, lead the development and review of the City's annual calendar of community events.

- In consultation with the Coordinator Arts & Place, and with assistance from the Arts & Place Officers, lead in the planning, delivery and evaluation of relevant arts and culture activities including community events, place activations, creative programs and arts education programs.

- In consultation with Coordinator Arts & Place, oversight the day-to-day activities of the Arts & Place Officers to ensure that the appropriate service levels are maintained to effectively meet operational needs and performance targets.

- Maintain a comprehensive database of performers, artists and cultural organisations.

- Conduct evaluations/close out processes for each community event, activation and programs including the finalisation of budget, analysis of event attendance and surveys and collation of data.

- Liaise with stakeholders including suppliers, contractors, stall holders, security, community groups, City staff etc at all stages of events to ensure appropriate arrangements are in place, all regulatory and policy conditions are complied with, and feedback is collated for ongoing improvement processes for future community events as required.

- Assist the Public Relations and Stakeholder Engagement Department as required to facilitate appropriate advertising and marketing to ensure maximum coverage and attendance at the City's community events.

- In collaboration with the Arts & Place Officers, regularly update the City's website with information relating to events, promotions and other community activities as required ensuring consistency of style and standard.

- Liaise with the Public Relations and Stakeholder Engagement Department in relation to sponsorship opportunities for the City's community and arts related events.

- In consultation with the Coordinator Arts & Place, develop, implement and monitor processes and procedures for the effective management of the City's community events as required.

- Assist in the development of appropriate plans, policies and procedures.

- Receive enquiries, complaints and correspondence, taking appropriate action in line with established policies and practices and with the aim of maintaining a strong customer focussed service.

- Actively contribute as a member of the Arts and Place team including providing backup and support where required.

- In consultation with the Coordinator Arts & Place, assist with the coordination, development, implementation and evaluation of Arts & Place projects and place activation initiatives.

- Prepare requisitions and authorise purchase orders (within authorised limits) within the scope of the job, ensuring allocated expenditure is within budget.
- Coordinate and provide administrative and secretarial support to relevant committees, as appropriate.
- Prepare general correspondence and reports, including undertaking any relevant research.
- Demonstrate leadership in Equal Opportunity and Diversity within the work area and ensure the working environment is free from discrimination, harassment and bullying.
- Effectively supervising all Work, Health & Safety and Environment policies and procedures to ensure personal safety and the safety of others is always maintained, including the reporting of unsafe practices or hazards to supervisors or WHS Representatives, whilst protecting and sustaining the environment.
- Effectively encourage recommendations to improve systems, policies and practices to ensure the continuous improvement of the City's Business Management System.
- Exercise appropriate authority whilst acting in the best interests of the City, its Customers and the Community, meeting legislative and operational requirements.
- Undertake other duties as directed by the Coordinator Arts & Place, within the scope and level of this position.

Position Requirements

Essential

- Possession of, or progress towards, an appropriate qualification in arts & events management, marketing, or a related field or equivalent relevant experience.
- Previous relevant experience in the preparation of Risk Management Plans and working within the confines of and obtaining statutory licences for events.
- Significant relevant experience in arts & events management with exposure to marketing and/or the public relations field.
- Proven decision making and problem-solving ability, which accommodates internal political and organisational sensitivities.
- Ability to respond appropriately and show initiative in difficult situations.
- Ability to supervise staff to achieve agreed outcomes.
- Well-developed research and written communication skills, including the ability to write reports and letters and analyse data through survey collection.
- Highly developed interpersonal and conflict resolution skills with the ability to communicate with a wide range of people and groups and establish and maintain effective work partnerships to ensure delivery of a high level of customer service.
- Well-developed organisational and administrative skills with the ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet strict deadlines and achieve outcomes whilst applying strict attention to detail.
- A good understanding of budget preparation and monitoring.
- Demonstrated ability to work effectively both independently and as part of a team.
- Proven ability to use personal computer applications and Microsoft office software, in particular Microsoft Word, Access, Excel and Publisher.

- Possession of, or the ability to acquire, a Restricted Approved Manager licence from The Department of Racing, Gaming and Liquor.
- Possession of, or ability to acquire, a current motor vehicle driver's licence.
- Possession of, or the ability to acquire, a satisfactory National Police Clearance Certificate (dated within the last twelve months).

Desirable

- Exposure to publications and promotional information development.
- Ability to acquire the appropriate legislative endorsements e.g., Construction Induction – Work Safely in the Construction Industry Card (White Card) in combination with a good understanding of the Work, Health and Safety requirements relevant to this position.