



POSITION DESCRIPTION

Position Title	Arts Recovery Project Officer
Position Code	7082
Business Unit	Arts, Culture & Events
Work Group	Gallery
Position Classification	Band 6 - 0.6FTE - contract
Effective Date	April 2021

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport, and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. The heart of the Wangaratta Cultural Precinct is made up of the Wangaratta Performing Arts and Conventions Centre, the Wangaratta Art Gallery and is situated next to the newly development Railway Precinct Project, incorporating the Wangaratta Library and the significant public art experiences.

Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest, and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

The Arts Recovery Project Officer (ARPO) will deliver a tailored program for people in the north east of Victoria affected by the bushfires. Supported by Wangaratta Art Gallery, drawing from aspects of the Gallery program and with the assistance of an art therapist, this role will facilitate and guide the development of a specialist arts access program. The ARPO will offer the experience of making, reflecting, and engaging through arts programs to help our community tell their stories and experiences of living in a part of bushfire affected Regional Victoria. It is hoped

that over a period of 12 months these activities will help people to address the trauma of the bushfires and deliver longer term recovery.

2. Working Relationships

Reports to	Wangaratta Art Gallery Director
Supervisors	Art Therapist contractor

3. Key Responsibilities

- 3.1 Facilitate a creative program that enables community members to express their needs, aspirations, inspirations, identity, and sense of place.
- 3.2 Planning and facilitating activities, and maintaining the workshop and equipment
- 3.3 Organising and carrying out one-on-one and group workshops.
- 3.4 In group workshops, encouraging members of the group to relate to each other through their art.
- 3.5 Liaising with other professionals, including the lead arts therapist, healthcare and education specialists, social services and relevant council staff within other bushfire recovery roles and the Grit and Resilience Program.
- 3.6 encouraging community members to explore their art for the benefits of art therapy.

4. Core Physical Requirements

- 4.1 Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 4.2 Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.
- 4.3 Capacity to work in an outdoor environment for varying periods of time.
- 4.4 Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

- 5.1 Accountable for the efficient and effective performance of this position and its responsibilities.
- 5.2 Responsible for ensuring all activities are undertaken within budget allocated.
- 5.3 Accountable for ensuring all data and documentation appropriate to planning and accountability are maintained.
- 5.4 The position has authority to represent Council on community committees and to liaise with community organisations.

6. Judgement and Decision Making

6.1 Sound Knowledge of arts facilitation and community arts development is required to make sound decisions around responsibility and desired funding outcomes.

6.2 This role is required to understand successful arts development programming that has therapeutic outcomes.

6.3 This role will be able to identify projects and activities that will benefit the bushfire community's and can read, when appropriate further integration or offerings of other services that sit beyond the role of art therapy.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge:

- A broad understanding and knowledge of community arts development within local communities.
- Demonstrated interest in developing, implementing, and evaluating new activities and initiatives.
- Ability to develop and program activities to support the art therapy actions and benefits
- Proficiency the operation of office, screen-based equipment, particularly Microsoft Office software, including Word, Excel, Outlook, PowerPoint and other cloud based systems

7.2 Management Skills

- Demonstrated ability to work with and motivate community groups, staff, and volunteers to achieve identified goals.
- A sound knowledge of accounting and financial processes and systems in monitoring project budgets.
- Ability to evaluate and report on the effectiveness of programs.
- Sound organisational skills.
- Sound problem solving skills.
- Project Management skills.

7.3 Interpersonal Skills

- Strong written and verbal communication skills.
- Maturity, patience, and a calm, respectful manner

- Ability to inspire trust and provide an open atmosphere that encourages inclusion, access, and participation
- A non-judgemental approach and ability to work with people from all walks of life'
- Ability to read and deal with difficult, perhaps painful situations
- Excellent interpersonal, communication and listening skills

8. Qualifications and Experience

8.1 Tertiary qualifications or extensive experience in Community Arts engagement, experience, or education in a relevant field.

8.2 Experience in developing and implementing community projects.

8.3 A broad knowledge of regional and culturally diverse communities.

9. Key Selection Criteria

9.1 Tertiary qualifications in Arts Management, Community or Cultural development or a related field.

9.2 Proven ability to develop, plan and implement innovative and flexible community development programs and projects which integrate different forms of artistic pursuit.

9.3 Experience of working with community groups and organisations.

9.4 Experience in monitoring project budgets.

9.5 Ability to motivate and engage community groups.

9.6 Proven high-level skills and experience in office administration including demonstrated skills in computer-based technologies, particularly Microsoft office and outlook.

9.6 Current Drivers Licence.

Authorised by: Director –

Date:

Employee's Signature:

Date:
