



Dear Applicant,

**COORDINATOR, WESTERN AUSTRALIAN ABORIGINAL ART CENTRE HUB (WAAACH) POSITION**

Thank you for your interest in the position of Coordinator, Western Australian Aboriginal Art Centre Hub (WAAACH). Please find attached a copy of the Position Profile and Selection Criteria which you must address in your application.

Country Arts WA is an independent not-for-profit organisation with a proud and nationally recognised track record of supporting arts activities in regional WA through arts development and performing arts touring initiatives.

Country Arts WA has been supported by Australian Government through the Department of the Environment, Water, Heritage and the Arts' Indigenous Coordination Centre to create a new full time contract position to co-ordinate the development of a new Aboriginal Art Centre hub.

The successful applicant will have high level expertise in organisational development and proven administrative and project management skills. He/she must be able to work independently, think strategically, and conceive, plan, and implement new policies, systems and programs. Excellent communication and relationship building skills are essential to effectively manage consultations with art centres and other stakeholders. Knowledge of the Aboriginal visual arts sector and experience working in a cross-cultural environment is important. Aboriginal and Torres Strait Islander people are encouraged to apply.

**YOUR APPLICATION MUST INCLUDE:**

- *A statement that addresses each of the selection criteria separately (no more than half a page each).*
- *Names, contact numbers and positions of two recent referees related to your professional work.*
- *A copy of your resume, outlining relevant employment history.*
- *Your business and after hours contact details.*

**Applications can be lodged by mail, email or delivered by hand but must be received by 4pm on Friday 2 October 2009.**

For enquiries about this position please email [info@countryartswa.asn.au](mailto:info@countryartswa.asn.au) or phone 08 9200 6200 or regional freecall 1800 811 883.

A handwritten signature in black ink that reads "Jessica Machin".

Jessica Machin  
Chief Executive Officer

## POSITION PROFILE

### COORDINATOR, WESTERN AUSTRALIAN ABORIGINAL ARTS CENTRE HUB



#### 1. POSITION BACKGROUND

The Coordinator, Western Australian Aboriginal Art Centre Hub (WAAACH) is a new position created to plan, coordinate and deliver a range of new support services and programs for Western Australian art centres. Employment of the WAAACH Coordinator is the first step in the development of a 'Hub' to initially service the needs of art centres in the South West, Midwest, and Pilbara regions of the state which are not serviced by other art centre peak bodies Desert and Association of Northern, Kimberley, and Arnhem Aboriginal Artists (ANKAAA), both Northern Territory based organisations.

This is a relatively autonomous position reporting to the CEO and Board of Country Arts WA. An Advisory Group will be established to provide policy direction and general guidance as the Hub organisation is developed.

The WAAACH Coordinator will have high level expertise in organisational development and proven administrative and project management skills. He or she must be able to work independently, think strategically, and conceive, plan, and implement new policies, systems and programs. Excellent communication and relationship building skills are essential to effectively manage consultations with art centres and other stakeholders. Knowledge of the Aboriginal visual arts sector and experience working in a cross-cultural environment is important. Aboriginal and Torres Strait Islander people are encouraged to apply.

Experience working in remote communities is desirable, and an ability to undertake frequent regional travel while managing the regular operational requirements of the position is also important.

Aboriginal and Torres Strait Islander people are encouraged to apply.

#### 2. POSITION DETAIL

Position title...Coordinator, Western Australian Aboriginal Art Centre Hub (WAAACH)  
Location ..... King Street Arts Centre, Perth  
Hours..... Full Time 37.5 hours per week  
Performance assessment.....Three month review, then at conclusion of initial contract term  
Reports to ..... Chief Executive Officer  
Direct reporting staff..... N/A  
Indirect reporting staff..... N/A  
Position salary range..... \$70,000 - \$75,000 per annum  
Superannuation..... 9% of gross salary  
Other benefits ..... A salary sacrifice option is available  
Profile last updated ..... September 2009  
Contract duration.....Initial 8 month contract with a further 12 month option subject to funding

Specific terms and conditions of service are detailed in the formal and binding contract of employment that is signed by the staff member and Chair of the Country Arts (WA) Inc. Board of Management.

### **3. FUNCTION OF THE POSITION**

To ensure the effective delivery of WAAACH services through:

- Provision of high quality support, services, and advice to member art centres;
- Development of relationships and partnerships to support core services;
- Management of effective consultation and communication with art centres, Advisory Group, and Country Arts WA senior management;
- Establishment of an efficient planning and reporting cycle and development of strategies for growth;
- Identification and securing of funding for programs and the ongoing operation of WAAACH.

### **4. RESPONSIBILITIES**

#### **4.1 Service Delivery**

- Assist art centres members to achieve their development goals by facilitating links with relevant individuals, organisations and agencies;
- Develop and deliver a program of professional development activities for art centre members through the engagement of appropriate contractors;
- Establish a resource website and regular email newsletter for art centre members;
- Develop and maintain a database of consultants, trainers and suppliers;
- Provide direct and practical support to art centre members in their areas of need including business planning; artist support and development; conservation, handling and storage; financial management; governance; information technology; marketing; policy development; funding; and human resource management through the engagement of appropriate contractors where applicable;
- Provide advice on funding opportunities available through Country Arts WA and other funding agencies;
- Undertake regular regional travel to ensure sufficient face to face support for all art centre members; and
- Maintain timely and professional communication with art centre members.

#### **4.2 Partnerships and Resources**

- Develop professional relationships with all stakeholders;
- Identify and secure funding for programs and the ongoing operation of WAAACH with the assistance of Country Arts WA;
- Develop relationships with potential sponsors and philanthropic organisations;
- Develop opportunities for strategic partnerships with other organisations for activities or opportunities of benefit to art centre members; and
- Build links to other relevant organisations such as Desart, ANKAAA, Ku Arts, Western Desert Mob, Kimberley Aboriginal Artists, etc.

#### **4.3 Organisational Development and Governance**

- Provide logistical and secretarial support for the WAAACH Advisory Group to meet quarterly;

- Develop organisational systems, policies and procedures in consultation with the Advisory Group and art centre members; and
- Develop systems, policies, procedures, and plans with a view to enabling independent operation of WAAACH within three years.

#### **4.4 Planning and Reporting**

- Develop an eight month plan for the delivery of services to art centre members;
- Prepare and manage WAAACH budgets;
- Ensure adequate recording, measurement, and evaluation of WAAACH services is undertaken;
- Provide relevant, accurate quarterly reports to the Advisory Group and Country Arts WA CEO and Board of Management; and
- Produce timely reports for funding bodies to meet their contractual reporting requirements.

#### **4.5 Other**

- Promote the protocols for working with the Aboriginal arts sector;
- Manage temporary contractors and staff as required;
- Advocate and lobby on behalf of art centre members; and
- Develop and facilitate marketing opportunities for art centre members.

### **5. PERFORMANCE MEASURES**

- Responsible for ensuring that all reporting deadlines are met.
- Specific KPIs relating to the delivery of WAAACH services to be included in contract of employment.

**SELECTION CRITERIA  
COORDINATOR, WESTERN AUSTRALIAN  
ABORIGINAL ART CENTRE HUB**

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**ADDRESSING THE SELECTION CRITERIA**

Applicants are required to write a short statement (no more than half a page each) that addresses the following criteria:

**Essential Criteria**

1. Highly developed communication and interpersonal skills, including the ability to communicate effectively and build relationships in a cross cultural environment;
2. Proven ability to develop successful partnerships and secure funding;
3. Proven ability to autonomously manage workload and produce timely reporting;
4. Ability to develop, implement and maintain operational and administrative systems;
5. Demonstrated strategic planning capability and established track record of successful organisational development;
6. Well developed project management skills and program development experience;
7. Experience working with Aboriginal artists and communities, and knowledge of the Aboriginal visual arts sector including art centre operation.

**Desirable Criteria**

1. Experience working in remote Aboriginal communities;
2. Experience in advocacy on behalf of a membership based organisation;
3. Experience in marketing and promotion of arts products;
4. Experience in regional project logistics;
5. Familiarity with occupational safety and health and equal opportunity legislation.

**Other Requirements**

The successful applicant will need to provide evidence of the following position requirements:

- Ability to undertake regular intrastate travel, and interstate travel if required.
- Current Police Clearance Certificate.
- C Class Driver's License (formerly A Class).

## CHECKLIST

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### HAVE YOU PROVIDED THE FOLLOWING INFORMATION?

1. A statement that addresses each of the selection criteria separately
2. Names, contact numbers and positions of two recent referees related to your professional work.
3. A copy of your resume that outlines relevant employment history.
4. Your business and after hours contact details.

### Please send your application to:

#### **The Chief Executive Officer, Country Arts WA**

by mail      PO Box 7012  
Cloisters Square  
Perth WA 6850

by hand      Level 1, King Street Arts Centre  
357 Murray Street  
Perth WA 6000

by email      [info@countryartswa.asn.au](mailto:info@countryartswa.asn.au)

### **NOTE:**

Applications must be received by **4 pm on Friday 2 October 2009.**