



Dear Applicant,

## REGIONAL ARTS DEVELOPMENT MANAGER POSITION

Thank you for your interest in the position of Regional Arts Development Manager. 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.

The Regional Arts Development Manager position manages a team to deliver both State and Commonwealth devolved funding programs and assist communities to achieve their community cultural development goals by facilitating links with relevant individuals, organisations and agencies. This position requires significant intrastate travel.

The successful applicant will have a background in arts development and strong management, strategic planning and community engagement skills. The ability to manage a team and to develop relationships with a broad cross-section of clients will be important to this position. Experience working with young people, Aboriginal artists and communities, and working in regional or remote communities is desirable.

Country Arts WA is based in the King Street Arts Centre in Perth's fashionable 'west end'.

### YOUR APPLICATION MUST INCLUDE:

- A statement that addresses **each of the selection criteria** separately (approx 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 Monday 8 March 2010 at 4pm**

Job start date is provisionally Monday, 29 March 2010

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

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

Jessica Machin  
Chief Executive Officer

# **POSITION PROFILE**

## **REGIONAL ARTS DEVELOPMENT MANAGER**

### **1. POSITION BACKGROUND**

The Regional Arts Development Manager is a full-time position financed through core funding from WA Department of Culture and the Arts normally based at the King Street Arts Centre but requiring significant intra state and inter state travel.

### **2. POSITION DETAIL**

Position title:..... Regional Arts Development Manager

Location: ..... King Street Arts Centre, Perth

Hours: ..... Full time, 37.5 hours per week

Reports to: ..... General Manager

Direct reporting staff:..... (3), Regional Arts Development Officer  
Regional Youth Arts Development Officer  
Regional Arts Development Assistant

Position salary range:..... \$52,000 - \$59,999

Superannuation:..... 9% of gross salary fully contributed by Country Arts WA

Other benefits: ..... To be negotiated

Position profile last updated ..... February 2010

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.

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

To manage the organisation's regional arts development program by:

- Managing staff and overseeing and assisting with management of programs and projects as part of their job description
- Providing information, support and advice to key arts organisations supported by Country Arts WA and assist the Regional Arts Development team with provision of support and advice to the wider WA community
- Promoting opportunities available through Country Arts WA to organisations engaged in arts and cultural activity in regional WA particularly in Indigenous Communities and with people in remote areas
- Maintaining contact with country communities and with those organisations and agencies that can assist regional arts development
- Supervising other Regional Arts Development staff as required
- Sourcing funding for programs and special projects
- Representing Country Arts WA on committees and boards as required
- Managing all Regional Arts Development programs and projects
- Managing all Regional Arts Development budgets and cost centres

### **4. RESPONSIBILITIES**

#### **4.1 Development Work**

- Assist communities in understanding and implementing the processes of community cultural development
- Assist communities to achieve their community cultural development goals by facilitating links with relevant individuals, organisations and agencies
- Build relationships with other arts and non-arts agencies which can contribute to community cultural development in regional WA
- Work with the key organizations funded by Country Arts WA (Category A, Arts Agency and Strategic Regional Arts organization) to meet their strategic arts development goals
- Identify and develop potential new Category A members

- Work strategically as part of the Gascoyne Focus Region Initiative and support the work of the Gascoyne Regional Arts Development Officer
- Represent Western Australia at national forums on Regional Arts Development

#### **4.2 Funding Programs**

- Give advice and project development support to clients and applicants for all Annual Funding programs and Strategic Regional Partnerships and Arts Agencies (RAF).
- Support the Regional Arts Development Team to coordinate a number of funding programs devolved from state and federal government.
- Oversee the planning and coordination of Regional Arts Development Panel meetings
- Provide background information to applications at Regional Arts Development and RAF panel meetings as required.
- Advice to applicants of Regional Arts Development Panel and funding decisions with assistance of RADA
- Maintain contact with Annual Funding, Arts Agencies and Strategic Regional Partnership organisations to monitor the progress of projects being supported by grant funds
- Assess all funding program acquittals and undertake follow-up as required
- Develop and coordinate Regional Arts professional development opportunities

#### **4.3 Staff Management and General Administration**

- Provide relevant, accurate and timely reports to the Board
- Manage Regional Arts Development staff members
- Carry out Performance Appraisals for all Regional Arts Development staff members
- Prepare and manage Regional Arts Development budgets
- Work with RAD team to set Agendas and distribute with relevant papers for Regional Arts Development Panel meetings
- Link Country Arts WA program and activities with those of other agencies and DCA
- Contribute to Country Arts WA publications as required
- Contribute to the Country Arts WA management team

#### **4.4 Promotion of the Organisation**

- Promote the work, reputation and success stories of Country Arts WA at every contact opportunity with all stakeholders including community groups, individuals, government, organisations, institutions and private enterprise.
- Promote the community and personal benefits of engagement with culture and the arts at every contact opportunity with all stakeholders including community groups, individuals, government, organisations, institutions and private enterprise.
- Appropriately portray and uphold the mission, values and standards of Country Arts WA at all times when representing the organisation.
- Development of professional relationships with all involved stakeholders

#### **5. COMPETENCIES REQUIRED (Selection Criteria)**

- At least three years experience working in community cultural development or related area
- Demonstrated managerial experience as leader of small team within an arts organisation
- Sound understanding of community cultural development processes
- Strategic approach to work planning
- Well developed facilitation skills
- Well developed interpersonal, communication and problem solving skills
- Sound research and information gathering skills
- Capacity to lead and supervise staff
- Demonstrated experience of budget management
- Demonstrated experience of sourcing and successfully applying for project and/or program funding

## **6. PERFORMANCE MEASURES**

### **6.1 All Staff**

- Meets all critical deadlines including funding applications, acquittal reports to funding bodies, and field trip itineraries
- Meets non-critical deadlines 90% of the time. e.g. newsletter copy, written correspondence addressed within four working days, phone/emails addressed within two working days, all work documents – paper and email – filed within two working weeks of receipt
- Files all work documents in a logical and retrievable manner within two working weeks of receipt
- Captures contact details of regional groups and individuals during all field trips generating at least five per trip
- Has identified and undertaken at least one relevant professional development opportunity
- Maintains the confidence of the General Manager

### **6.2 Position Specific**

- Can demonstrate contact with 100% of applicants to Annual Funding and RAF Fund programs prior to the meeting of the Regional Arts Development Panel
- Ensures that 10% of applications to Annual Funding are from new applicants
- Travels to at least five regions per year for extended contact time with Annual Funding clients and strategic regional partnership organisations.
- Ensure that RAD team objectives successfully achieved
- Devolved funding programs meet DCA key performance indicators
- Achieve 30% of grant applications that demonstrate unmet need.
- Show evidence of increased development in the Community Cultural Development (CCD) capacity within the existing client network.
- Show evidence of increased arts activity and Community Cultural Development within the Country Arts WA Focus Region
- Delivers a minimum of two successful funding applications worth \$60,000 per year for existing projects

# SELECTION CRITERIA

## REGIONAL ARTS DEVELOPMENT OFFICER

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### ADDRESSING THE SELECTION CRITERIA

Applicants are required to write a short statement (approx half a page each) that addresses the following criteria:

#### Essential Criteria

- At least three years experience working in community cultural development or related area
- Demonstrated managerial experience as leader of small team within an arts organisation
- Sound understanding of community cultural development processes
- Strategic approach to work planning
- Well developed facilitation skills
- Well developed interpersonal, communication and problem solving skills
- Sound research and information gathering skills
- Demonstrated experience of budget management
- Demonstrated experience of sourcing and successfully applying for project and/or program funding.

#### Desirable Criteria

- Experience working with Aboriginal artists and communities and young people;
- Experience working in regional or remote communities;
- Familiarity with occupational safety and health and equal opportunity legislation.
- Relevant tertiary qualification.
- Strong knowledge of regional Western Australia.
- Strong knowledge of artforms, arts organisations and funding bodies, particularly those in WA

#### Other Requirements

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

- Ability to undertake significant intrastate and interstate travel.
- 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 (approx half a page each).
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 General Manager, 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 **4pm, Monday 8 March 2010**

Job start date is provisionally Monday, 29 March 2010