

# Position Description

<b>Position Title:</b>	Arts and Culture Programs Lead
<b>Classification:</b>	Band 6
<b>Business Unit:</b>	Libraries, Arts and Culture
<b>Reports to:</b>	Coordinator, Arts & Culture
<b>Status:</b>	Part Time
<b>Approved by:</b>	Director Community Wellbeing
<b>Reviewed:</b>	May 2025

## 1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Jewish Holocaust Museum and much more.

## 2. About our Organisation

Glen Eira City Council aims to be an organisation that is high-performing, values based, and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. As well as reducing emissions, we are working together to avoid waste and support Glen Eira's transition to a circular economy. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

### Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – Delivering for our community
- Collaboration – Working better together
- Innovation – Expressing ideas and adding value
- Respect – Being understanding and considerate
- Integrity – Being open and honest

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## 2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

- Sustainability, Assets and Leisure;
- Customer and Corporate Affairs;
- Planning and Place;
- Community Wellbeing

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

## 3. Position Purpose and Background

Work in collaboration with the Arts and Culture team to program all major arts and culture offerings in accordance with Council's community plans.

## 4. Working Relationships

Position reports to: Coordinator, Arts and Culture

Position responsible for: Contractors – Guest speakers, musicians and performing artists and other suppliers

Position deals with:

**Internal:**

Libraries, Arts & Culture staff

City Futures

Sustainability

Business Unit Managers and staff on issues related to program delivery

Media and Communications department

OH&S and Risk advisors

Other internal stakeholders

Venues & Facilities

**External:**

Community groups

Arts and cultural organisations

Individual and group artists and performers and their agents

Other Councils

Funding bodies and sponsors

Venues

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## 5. Key Responsibilities

- In collaboration with internal and external stakeholders, develop and contribute to Council's schedule of events and the Arts & Culture Team's bi-annual Arts Guide;
- In collaboration with the Arts and Culture Team, develop the major programming for the department's events and festivals
- Attending live events where appropriate;
- Research into appropriate scheduling of arts and culture major programming demonstrating an understanding of community events;
- Participate in pre-event planning and de-briefs;
- Work with Council's Media and Communications and Arts and Culture Officers to coordinate promotional material, including writing copy for designated programs in collaboration with the Arts and Culture Audience Development Lead;
- Liaise with booking agents, individual artists and contractors regarding availability, negotiation of fee for service and program run order
- Prepare Artist Contracts and Agreements;
- Liaise with relevant Council staff in other business units and divisions, including cross-divisional working parties, in the development and production of arts and cultural programs, including programming, liaising with and contracting artists for the Live Sunday Sessions in the Glen Eira City Council Gallery;
- Ensure adequate provision of information and professional advice to the local community on arts and cultural programs and events;
- Ensure that the Arts and Culture programming is operated and managed within the budget adopted by Council;
- Prepare reports and supporting documentation as required;
- Oversee the day-to-day administration of the Events Schedule (purchase orders, TRIM filing, emails, external correspondence, etc.);
- Contribute to the effective protection of council in accordance with the Council's risk management policy and procedures;
- Provide excellent customer service to all internal and external customers;
- Act compatibly with human rights and consider human rights when making decisions.

### 5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions;
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements;

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- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety;
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

## 5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Arts and Culture Programs Lead:

- The freedom to act is subject to cultural plans, policies and relevant legislation.
- The incumbent will be responsible for the management of key performance indicators (as defined).
- The incumbent will be required to adhere to organisational policy and will understand the goals and objectives of their role in relation to the goals and objectives of the organisation.
- The incumbent has a delegation of \$1,000 when raising purchase orders for Council.

## 5.3 Judgement and Decision-Making Skills

The following outlines the extent of judgement and decision making required by the Arts and Culture Programs Lead:

- The incumbent will be required to make decisions on areas of responsibility in line with organisational guidelines, policy and regulatory requirements.
- This role requires the development and implementation of policies and procedures in relation to the key performance indicators (as identified).
- Guidance and advice in relation to these matters is available.

## 5.4 Management Skills

The following describes managerial skills required by the Arts and Culture Programs Lead:

- Demonstrated ability to prioritise and plan work.
- Demonstrated experience in:
  - performing arts & events
  - marketing and public relations.
  - planning and policy development.
  - administrative procedures.
  - budget management.

## 5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Arts and Culture Programs Lead:

- High level of written and verbal communication skills.
- Demonstrated experience in report writing.
- Demonstrated understanding of customer service principles.

## 5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Arts and Culture Programs Lead:

- Sound knowledge of the arts and cultural area, in particular in arts such as literature, performing arts and community festivals.
- Intermediate skills in Excel, Word and Microsoft Access or FileMaker Pro or other database software.

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## 5.7 Qualifications and Experience:

- Tertiary qualification in Arts or Event Management or related area and / or equivalent and relevant experience.
- Demonstrated experience in developing and producing arts and cultural projects.
- Some experience working in the public sector

## 6. Performance Review

The Arts and Culture Programs Lead will be required to participate in the Council's Performance Development and Review process. This involves planning and agreeing to work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Arts and Culture Programs Lead may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

## 7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours
- Demonstrated experience working in an arts and culture or similar events environment
- Demonstrated experience in cultural programming
- Knowledge and or experience working within local government
- Experience in managing events within budgetary constraints
- Tertiary qualification or equivalent work experience in Arts or Event Management or related area
- Excellent verbal and written communication skills
- High proficiency in Windows computer environment, in particular Microsoft office packages

## 8. Other Information

- Position is subject to the satisfactory completion of Police Records Check and Employee Working with Children Check.
- Victorian Drivers Licence is mandatory
- The position is located at the Glen Eira Town Hall, however the incumbent may be required to travel to other Council offices, sites and locations from time to time, as well as attend some evening and weekend events, conferences and showcases.