

University Student – Cultural Activation

Division	Community & Environmental Services	Department	Cultural Services
Reports To	Cultural Activation Coordinator	Direct Reports	No

Position Purpose

This position will provide general administrative and operational support and assistance to the Cultural Activation branch.

Key Responsibilities and Outcomes

Operational

- Support the development, promotion and delivery of Cultural Activation programs, including hands-on workshops, live music events, multi-arts festivals, and temporary public art projects.
- Provide general administration and project support to the Cultural Activation team.
- Participate in staff training and development and contribute to a positive working environment.
- Work cooperatively within a team-based environment.

Values

At Moreton Bay Regional Council, our values shape the way we behave and how we interact with each other and our customers. They underpin our decision making and are our guiding principles. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

Decision Making

Budget – N/A

Delegations – Applies policies and refers to supervisor where advice is required.

Knowledge & Experience

- Enrolment and progression towards a tertiary qualification in creative arts or creative industries or relevant discipline to multi-arts program delivery.
- Demonstrated ability to provide positive customer experiences.
- Demonstrated numeracy, keyboard and verbal and written communication skills appropriate to the role.
- Well-developed written and oral communication skills, including the ability to engage with artists and creatives as well as a broad range of people who enjoy and participate in arts and culture.
- Demonstrated self-motivation, initiative and the ability to exercise independent judgement within the parameters of the role.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.