

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Arts and Culture Officer
POSITION NUMBER:	5282
DIVISION:	Placemaking
DEPARTMENT:	Economic & Cultural Development
CLASSIFICATION:	Casual - Band 5
REPORTS TO:	Coordinator Arts & Cultural Development
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	Placemaking Directorate and other internal departments
EXTERNAL LIAISONS:	General public, artists, arts and cultural individuals/groups/organisations, creative businesses, external stakeholders
DATE:	Nov 2024

POSITION OBJECTIVES:

The Arts & Culture Officer/s provide much needed administrative, project support and promotions for the Arts & Cultural Development Team while providing advice, information and assistance to individuals, community groups and organisations in the City of Greater Geelong.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Provide general support for the Arts & Cultural Development team.
2. Provide support in processing community submissions for programs.
3. Provide day-to-day timely and accurate customer service for external enquiries.
4. Assist with the implementation and support the delivery of Arts & Cultural Development team's projects and programs.
5. Assist in promoting the Arts & Cultural Development team's projects and programs, including social media and web publishing.
6. Actively contribute to the development of community focused arts and cultural opportunities and maintain positive working relations with staff, members of the general public and key stakeholders.
7. Adhere to all Council's policies and procedures relevant to this position.
8. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities
2. Creating an organisational culture of child safety
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child
5. Ensuring all suspected abuse is reported and fully investigated

DIVERSITY AND INCLUSION:

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

KEY SELECTION CRITERIA:**Qualifications:**

1. Working with Children Check

Essential:

2. Experience in arts administration, supporting community-based arts and cultural projects and promotion
3. Knowledge of the arts and experience in working with artists and cultural community groups and organisations
4. Current Victorian Driver's License.

Desirable:

5. Digital design and/or marketing experience is desirable.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Responsible for developing and maintaining partnerships with arts and culture stakeholders.
- Accountable for maintaining a high level of professional ethics at all times.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Ability to identify, analyse and resolve problems.
- Ability to apply professional knowledge and experience in dealing with client needs and in developing and assessing projects, services, and programmes.

SPECIALIST SKILLS AND KNOWLEDGE:

- Ability to use personal computer including word processing, spreadsheets, and the use of data base and other relevant software.
- Ability to support the management and delivery of arts and cultural projects and programs

MANAGEMENT SKILLS:

- Ability to manage time and set work priorities, coordinate a range of projects simultaneously and respond to immediate needs.
- Ability to work independently and unsupervised.

INTERPERSONAL SKILLS:

- Ability to work as a member of a multi-disciplinary team of professional workers.
- Strong oral reporting and communication skills.
- Strong written communication skills, including report writing.
- Ability to communicate effectively with stakeholders including residents, artists, community organisations and Council staff.

ADDITIONAL INFORMATION:

- Some out of business hours work will be required
- Work will be required from various locations across the City of Greater Geelong at times