



## POSITION DESCRIPTION

School of Culture and Communication  
Faculty of Arts

### Lecturer – Arts and Cultural Management

POSITION NO	0044941
CLASSIFICATION	Level B
SALARY	\$98,775 - \$117,290 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term position available until 31 December 2020
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Beth Driscoll Tel +61 3 9035 3029 Email <a href="mailto:driscoll@unimelb.edu.au">driscoll@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Arts and Cultural Management Program is located in the School of Culture and Communication, one of five Schools in the Faculty of Arts. The School hosts a range of graduate teaching programs including Global Media and Communication, Arts Curatorship and Creative Writing, Publishing and Editing as well as an arts-focussed humanities undergraduate curriculum. The School also hosts major research concentrations including a node of the ARC Centre for Excellence in the History of Emotions, the Research Unit for Public Cultures, and the Australian Centre, that contribute to the University's Engagement agenda while delivering high quality research.

Arts and Cultural Management is a significant area of international graduate education in the Faculty of Arts at the University of Melbourne and represents a growing field of engagement with the global and national cultural sector for the University. Following a period of significant growth, the Arts and Cultural Management Program seeks an energetic and committed individual who is able to take responsibility for teaching and research in key areas of the program: arts and cultural production in the Asia-Pacific region, cultural economies, creative entrepreneurship and convergent models of the cultural and creative industries.

The Arts and Cultural Management program is focused on the relationship between management practices and creative production, in Australian and international contexts. The program delivers subjects in the key areas of management, law, cultural and industry policy and marketing. Challenging analytical content further assists graduates to participate in the ethical, political and philosophical dimensions of creative practices in an international context. Students can choose electives which enable them to develop a closer understanding of specific industry sectors including the moving image, the performing arts, visual arts, media and heritage.

Applicants will be expected to have a PhD and research and publication profile in arts management or a related field; and a working knowledge of global trends within the sector. They will have expertise in one or more teaching areas of the program, arts management, the commercial arts and entertainment sector, cultural economy and the creative industries. Candidates should have demonstrated graduate supervision experience, and a track record in curriculum development and teaching innovation. The appointee will be expected to develop research partnerships, projects and publications in collaboration with other members of staff and foster international partnerships. Candidates with experience or interests in research methods, methodological innovation and knowledge translation are especially welcome.

The successful candidate will be responsible for teaching at the graduate levels and will assist in the development of new subjects as appropriate. The incumbent will also undertake research resulting in publications with leading publishers in the field, and will take on administrative tasks associated with the appointment.

While the primary focus of the role is Teaching & Research, the successful candidate will also undertake a specific project to work towards developing and strengthening relationships between the program and relevant industry and cultural sector organisations, both nationally and internationally.

### ***1. Key Responsibilities***

A Lecturer (Level B) is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop his/her scholarly, research, and/or professional activities relevant to the profession or discipline. Specific duties include:

### 1.1 TEACHING

- ▶ Preparation and delivery of lectures, tutorials and seminars as appropriate and in line with Faculty of Arts minimum thresholds for teaching satisfaction;
- ▶ Initiation, development and review of subject material;
- ▶ Curriculum development;
- ▶ Consultation with students;
- ▶ Marking and assessment;
- ▶ Administrative tasks associated with the subjects taught;
- ▶ Subject coordination including the supervision of sessional tutors;
- ▶ Supervision of honours students and postgraduate research students as required.

### 1.2 RESEARCH

- ▶ Publications arising from scholarship and research in line with Faculty of Arts minimum expectations;
- ▶ Application for external competitive research funding;
- ▶ Participation in the research activities of the discipline;
- ▶ Active participation in research seminars, and national and international conferences;
- ▶ Contribute to developing networks within the discipline and with other universities, institutions and communities, both nationally and internationally.

### 1.3 INDUSTRY PARTNERSHIPS

The incumbent will coordinate the development of an engagement agenda for the discipline. The focus of this agenda will be to facilitate a strong identity with the industry through the creation of collaborative and meaningful partnerships. Activities will include:

- ▶ Networking with key industry contacts and organisations;
- ▶ Promote collaboration across institutions nationally and internationally as required to further relevant links;
- ▶ Engagement with external stakeholders including building external networks, partnerships and consultancies.

### 1.4 SERVICE TO THE DISCIPLINE & SCHOOL

- ▶ Involvement in professional activity, including participation in meetings of professional societies;
- ▶ Meetings and committee work within the School and the wider university community, as appropriate;
- ▶ Undertake administrative activities commensurate for a Level B academic.

### 1.5 OH&S

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 4.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ A completed PhD in arts and cultural management or a related discipline;
- ▶ A strong record in research with a developing publication profile in relation to arts management, cultural policy, the creative industries and related topics;
- ▶ Capacity to attract research grants and consultancies;
- ▶ Demonstrated ability for excellence in teaching including the capacity to initiate course development;
- ▶ Ability to supervise postgraduate coursework degree theses;
- ▶ Proven record of effective community engagement and networking;
- ▶ Demonstrated capacity to collaborate with industry partners to create and maintain successful industry partnerships and to deliver collaborative engagement programmes;
- ▶ Excellent interpersonal skills demonstrated by the ability to effectively work as a part of a small team and liaise with a wide range of people including staff, students, corporate and community groups.

### **2.2 DESIRABLE**

- ▶ Strong computer literacy in line with the University's commitment to eTeaching and eLearning.

## ***3. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## **4. Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## **5. Other Information**

### **5.1 ORGANISATION UNIT**

<http://arts.unimelb.edu.au/culture-communication>

Arts and Cultural Management:

<http://arts.unimelb.edu.au/culture-communication/study/arts-and-cultural-management>

### **5.2 BUDGET DIVISION**

[arts.unimelb.edu.au](http://arts.unimelb.edu.au)

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit

- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see [www.arts.unimelb.edu.au](http://www.arts.unimelb.edu.au)

### 5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### 5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>