

ABORIGINAL ARTS OFFICER (AAO)

POSITION DESCRIPTION

PERIOD OF EMPLOYMENT

This position is initially offered as a part-time role (14hrs per week) for a period of two years commencing in December 2021.

LOCATION

Arts Upper Hunter (AUH) are located and operating primarily on Wanaruah Land in the Local Government Areas of Dungog, Singleton, Muswellbrook, and Upper Hunter (the region).

This role will initially work from offices in the Wanaruah Local Aboriginal Lands Council in Muswellbrook and other locations as agreed by AUH in consultation with the Aboriginal people and organisations that this role supports.

SALARY AND BENEFITS

The Salary commences at \$25,823 including leave loading per annum, plus superannuation at ATO super guarantee rate, with potential for more hours during short term projects. Travel and vehicle running costs will be provided for vehicle use during the hours of employment.

SUMMARY OF POSITION

This new position aims to support the development and sustainability of Aboriginal arts and cultural practice in the Upper Hunter region. Initially, the AAO will conduct an on-going audit of current practice and practitioners. They will identify opportunities for increased participation, professional development and exhibition in Aboriginal arts and culture, and survey the national First Nations art scene.

Longer term, they will put together an Aboriginal arts and culture development strategy for the AUH region and, further down the track, help achieve those goals through project management, collaboration and community connections.

The Aboriginal Arts Officer will provide a central contact point for individuals, businesses, other organisations and communities to support and improve networking between art spaces, events and activities in Aboriginal communities in the AUH region.

Arts Upper Hunter will provide administrative and technical support, including professional development opportunities. The role will be culturally supported through the officer's initial location at the Wanaruah Local Aboriginal Land Council's Muswellbrook office.

The AAO will be employed by AUH and will work with AUH staff to facilitate the program to support Aboriginal artists in the AUH region. They may provide advice to people on protocols, language and community.

Arts Upper Hunter will work with the Upper Hunter Aboriginal Community to source further funding for this position, as required. AUH will extend this contract for a further three years, assuming the program meets the expectations of AUH and Aboriginal stakeholders and that funding can be found.

ROLE AND RESPONSIBILITIES

The Aboriginal Arts Officer (AAO) will be responsible for:

- Connecting with Aboriginal Artists and communities through forums and conversations to develop a database of resources, identify needs and opportunities and create an “artist map” (or similar) of the Upper Hunter region. This information will be used to identify commonalities and opportunities for the future expansion of the work.
- Developing a strategic plan for Aboriginal arts development in the AUH region (on Wanaruah Land and that of other Nations) in partnership with artists, stakeholders including Aboriginal organisations in the Upper Hunter and the Executive Director of AUH. This may include a slate of ideas for small and large potential projects.
- Assisting in record keeping and creating an agreed digital bank of artist work for presentation at various locations.
- Providing assistance/mentoring to artists towards a stage one group exhibition/event or equivalent, within the agreed guidelines of an Exhibition/Event Procedure Development Plan (EPD).
- Working within the Regional Arts Development Organisations’ Network of Aboriginal Arts Officers across NSW.
- Identifying funding opportunities, collaborations and long term benefits that progress the program and support the responsibilities of this role.
- Working with AUH to apply for grants and other funding that achieve outcomes for the program and Aboriginal Artists and Aboriginal Organisations.
- Maintaining links with other First Nations Organisations that have reach into the AUH region.
- Conducting project reporting to evaluate success against set outcomes and targets, and seek feedback to ensure the AAO is meeting stakeholder needs.

REPORTING

- The AAO is responsible to the Executive Director, Arts Upper Hunter, and through this relationship, to the Board of Arts Upper Hunter.
- The AAO will need to communicate with Arts Upper Hunter on a weekly basis.

- The AAO will need to document work and report, using performance indicators, to the Board of AUH and the Board of the Wanaruah Local Aboriginal Lands Council on a regular basis.

EMPLOYER – Arts Upper Hunter (AUH)

Arts Upper Hunter is one of 14 Regional Arts Development Organisations in New South Wales. The organisation promotes, supports and provides opportunities for people in the Upper Hunter to participate creatively in the lives of their communities. AUH has Not-For-Profit and Charity Status and is registered as an incorporated association through the NSW Department of Fair Trading. AUH's core activities are funded through Create NSW; Dungog, Muswellbrook, Singleton and Upper Hunter Councils; and various sponsorship and grant funding providers.

EMPLOYMENT CRITERIA

Please include your responses to both the Essential and Desirable Criteria, with examples where relevant.

The selection process will include the Executive Director AUH, a Board Member of AUH and at least one Aboriginal person. The successful applicant will need to satisfy employment checks with at least two referees. Before commencement, the successful applicant will need a Working With Children check and a NSW Police Check. They will also need to be double vaccinated against COVID-19.

ESSENTIAL CRITERIA

1. Aboriginality
2. Proven experience working with Aboriginal People and their communities
3. Experience in record keeping and project management skills
4. Good written and verbal skills
5. Working knowledge of exhibition and event requirements
6. Proven ability to work independently to achieve key performance indicators and take direction from an Executive Officer or Manager
7. Current full drivers licence and own car (or access to suitable transport).

DESIRABLE CRITERIA

1. Knowledge of the Wanaruah and Upper Hunter Regions
2. Arts development experience
3. Administration experience
4. Relevant qualifications (in Arts, Marketing or Business)
5. Understanding of legal issues relevant to arts and culture

DUTIES

- Meet with artists, businesses and other organisations and community groups to identify their professional requirements for creative and cultural development
- Identify existing Aboriginal arts and artists across the AUH region
- Manage and assist with at least one exhibition or event each year
- Work with other stakeholders to develop strategies for art practice, connection to exhibition spaces and places and professional development
- Work with AUH to develop a strategic delivery plan for the development and sustainability of Aboriginal arts and cultural practice in the Upper Hunter region

HOW TO APPLY

1. Please include a cover letter that introduces yourself to Arts Upper Hunter
2. Remember to address the essential and desirable criteria in your application
3. Include a current résumé or CV that describes your suitability for the role
4. The contact details of at least two referees who can confirm your employment and experience
5. Your preferred contact details
6. If you wish, you can include any other supporting information (images, links) you think might be helpful for us to better understand you and your skills and story.

Application must be received by: Tuesday 16 November 2021

Address your application to:

John O'Brien

Executive Director

Arts Upper Hunter

PO Box 114

Muswellbrook NSW 2333

Emailed applications will be accepted: rado@artsupperhunter.com.au