

## **Project Officer/s Position Description**

**The duties and descriptions below cover work for either two part-timers or one full-timer, totalling up to 70 hours a fortnight. Depending on the final arrangement, the Position Description may be rewritten to better reflect the staff hired.**

The Project Officer (PO) is a key role within the organisation and works closely with the Executive Director, Office Manager and Arts Upper Hunter Board as an enabler and advocate for regional arts and cultural development.

To start with, much of the work will be focused on developing a slate of projects and programs, as well as working with the Executive Director (ED) to manage projects that are ready to go and funded. The Project Officer will also be involved with Arts Upper Hunter's evolving communications and online strategies.

The Project Officer will be required to liaise at times with Local Government bodies, local arts committees and groups, other Regionals Arts Development Organisations, Create NSW, other funding bodies and the communities and creatives of the Arts Upper Hunter region.

Other aspects of the PO's employment will vary depending on their particular skill-set. For example, someone with an Aboriginal Arts focus will spend time devoted to First Nations artists and groups in the region, as well as other duties.

### **Background**

Arts Upper Hunter (AUH) is a small not-for-profit organisation, the peak arts and cultural organisation within the Upper Hunter region of NSW. AUH has been in operation since 2003. Core funding is provided by Create NSW and the partnership of four local government areas, currently: Dungog, Muswellbrook, Singleton and Upper Hunter. Individual project funding can come from a range of sources.

AUH facilitates the development of arts and cultural projects and initiatives across the whole region, contributing to a rich cultural landscape and increasing participation in creative activities. We play a vital role in building cultural community engagement through advice and advocacy, programs and projects, capacity building, and through forging key partnerships and networks throughout the region.

### **Contract, Hours, Flexibility, Travel**

This position is for flexible hours working up to 10 days a fortnight. The position may also be a shared role or two different positions, with different responsibilities and focuses. In that case separate contracts and hours will be negotiated between each PO and the ED.

Currently there is funding for twelve months, with an option to extend according to funding availability, project delivery needs and AUH's evolving staff structure. There is a 3-month probationary period.

Some travel around the region will be required, via the PO's own transport. The PO will be reimbursed according to the rules and at the rate advised by the Australian Tax Office.

Some evening and weekend work may be required. Time Off In Lieu is offered, to be taken soon after any extra hours are worked.

### **Organisational Relationships**

Reports to: Executive Director Arts Upper Hunter

Works with: Office Manager Arts Upper Hunter, other team members, stakeholders, community.

### **Desirable Qualities of the Project Officer**

The Project Officer is someone who is keen to be part of a small, dynamic arts organisation based in the Upper Hunter region of NSW.

***The Project Officer will be a ready learner - they are not expected to have all the skills in all facets listed, but will embrace the challenge of learning new ones.***

The successful candidate will likely be an energetic and enthusiastic arts professional with administration and project management skills.

The PO is likely to have a familiarity with the Arts Upper Hunter region, its challenges and wonders - and the ability to deepen and widen that knowledge. The PO is comfortable working from home, in our Muswellbrook office, and on the road throughout the region.

The PO will have knowledge and experience in community cultural development, project design and management, project reporting, analytical and problem solving skills, an ability to work unsupervised, work on simultaneous projects and within tight timelines, and have a sound knowledge of communications and social media.

The PO must demonstrate excellent interpersonal skills, and computer skills with a proficiency in online content such as websites and social media platforms. The PO will have effective time management and stress management.

### **Duties & Responsibilities of Project Officer (PO)**

At different times the duties and responsibilities *could* include the following.

#### **Core Program Support**

The **Project Officer (PO)** is a pivotal member of the AUH team. Working with the Executive Director (ED), Office Manager (OM) and others, their work can include these duties:

- Develop an existing slate of arts and cultural project initiatives, and devise and scope new initiatives in line with the AUH Strategic Plan.

- Contribute to the design and delivery of projects and programs (see below).
- Contribute to the marketing and promotion of AUH and its programs.
- Work with artists, audiences, community groups, creative industries, contributing Councils and others to advocate for and promote arts opportunities in the region, as well as provide advice on development, planning and funding.
- Participate in the evolution of AUH's systems and strategies including the website and other branding, as well as forward planning.
- Research funding opportunities; contribute to the development of funding applications and their acquittal.

Good service means getting to know the region and people AUH represents. This may involve visiting towns and villages, actively encouraging contact with AUH, and connecting with people remotely (phone/online/email), while ensuring information is accurate and privacy respected.

### **Project Development and Coordination**

Working closely with the ED and others, the work can include these duties:

- Contribute to the next stage of various projects in AUH's Forward Plan, such as Culture Trails, Arts-Health database, access policy, digital performance program, First Nations projects & artist register, and others.
- Design and manage a variety of arts-based projects including (among other tasks) setting time frames, identifying human and financial resources required, developing budgets, risk management, participant booking arrangements and evaluation.
- Ensure that promotional materials are produced, communication channels are maintained with relevant people, and that projects are documented and reports delivered.
- Support events "on the ground", engaging artists and groups in a fair and transparent way, managing schedule, budget and scope till completion.
- Brainstorm and devise new projects as circumstances develop, consulting with stakeholders (state & local government, individuals, associations, venues) to ensure projects are a "good fit", will engage local partners and potentially reach a wide audience.
- Collect testimonials, data, images, video, audio, documentation and feedback; report on projects and acquit them.

### **Marketing and Communications**

The PO will contribute to Arts Upper Hunter's online presence and social media, including:

- Contribute to AUH's eBulletin, website, email campaigns and social media, and check that information is accurate and current.
- Help re-develop the AUH website in consultation with the ED and Office Manager (OM)
- Prepare media releases and advertisements, invitations, social media updates, and other material as needed.
- Support other AUH team members in effective digital communications and promotions.

### **Other Duties**

- Work within the policies and protocols of Arts Upper Hunter.
- Provide administrative support where needed.

- Develop communications and promotion initiatives that aim to put local arts events, artists and creative practitioners in the spotlight.
- Assist with professional and skills development programs for arts workers and practitioners.
- Contribute to support for small grants programs such as the Country Arts Support Program, First Nations Community Engagement or Micro Grants Program.

## Key Competencies

- Proactive, energetic, enthusiastic, well presented.
- General administration skills in a small team environment including filing, database management, correspondence and record keeping
- Excellent customer service skills and phone manner
- Ability to communicate with diverse groups, accommodating their needs and abilities
- An interest in working in the arts and regional NSW
- Excellent skills working in a digital environment including social media and Microsoft Office.
- Capacity to locate and research information
- Hold a current Australian (NSW) driver's licence and have own vehicle with comprehensive insurance (or ready access to one)
- Must be an Australian Citizen, and eligible to receive a NSW Working With Children Check and Police Check.
- **Must be keen to have fun and make a difference**

## Essential Criteria - please address each of these in your application, using examples

1. Project management & organisational skills – please provide a recent example of a project or program you have managed.
2. Aptitude in brainstorming, devising, reworking and enabling projects.
3. Experience working with a diverse range of people with their own needs and protocols.
4. Well developed computer skills.
5. Ability to work flexible hours, both unsupervised and as part of a team.

## Desirable Criteria

1. Familiarity with the Arts Upper Hunter region.
2. Understanding and experience in the arts.
3. Understanding and experience in developing or contributing to arts funding applications.
4. Skills in writing, design, photography or video-making.
5. Website management experience (CMS or commercial platform such as Squarespace).
6. One or more fields of special interest or experience.

## Enquiries:

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