

Aboriginal Arts Officer Position Description

The Aboriginal Arts Officer (AAO) works closely with the Executive Director and the other members of the Arts Upper Hunter team to help develop programs designed to foster creative outcomes within the local First Nations communities.

In particular, the AAO will be working hand in hand with our current Aboriginal Arts Officer, who is leaving soon, to complete delivery of Arts Upper Hunter's First Nations programs, and help with protocols and communications across the region.

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.

Much of the AUH region is Wanaruah/Wonnarua land. Some parts are Gringai/Worimi country and Gamilaroi country, among others, and there are people from across the state and nation who have found a home here.

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. This includes Aboriginal communities. We are one of several groups playing 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 14 hours a week, working flexible hours, for six months.

There is a 3-month probationary period.

Some travel around the region will be required, via the AAO's own transport. The AAO 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, preferably within a month.

Organisational Relationships

Reports to: Executive Director Arts Upper Hunter

Works with: Office Manager Arts Upper Hunter, Project Officers Arts Upper Hunter, other contractors, stakeholders, community.

Desirable Qualities of the Communications Officer

The Aboriginal Arts Officer is someone who is keen to be part of a small, dynamic arts regional organisation and wants to support the development and sustainability of Aboriginal arts and cultural practice in the Arts Upper Hunter region.

The AAO is likely to be reasonably familiar with the region, and wants to deepen that knowledge. The AAO is comfortable working from home, in our Muswellbrook office, and on the road throughout the region.

The AAO will have an ability to work in a team or unsupervised, work on simultaneous projects and within tight timelines, and have some knowledge of communications and social media.

The AAO will also have a preference to how they wish to work, how they work best, and AUH will try to work with those preferences.

The AAO must demonstrate good interpersonal skills, and computer skills.

Duties & Responsibilities of Aboriginal Arts Officer (CO)

Program Support

The AAO will be at the centre of Arts Upper Hunter's program for local Aboriginal creative people and communities, including:

- Helping connect local artists to the Here Now & Always Online Festival and Market, presented by the Aboriginal Regional Arts Alliance, plus a small event alongside the festival.
- Working with the team on the Liddell WORKS creative program to help develop Aboriginal responses to the closure of the power station and transformation of the site.
- Working with the team on the Arts and Cultural Trails project to help link First Nations creatives and businesses to the Trails.
- Helping develop protocols relevant to the Aboriginal Nations for public art and other opportunities in the region, and supporting the rest of the AUH team when working with First Nations community members.

Marketing and Communications

The AAO will support our digital communications, including:

- Keeping the Blak Arts Collective Facebook page active and lively
- Supporting the development of new opportunities, and communicating opportunities to artists and groups.
- Contributing to AUH's eBulletin ArtSparks, website, email campaigns and social media, and checking that information is accurate and current.

Other Activities

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

- Contribute to future planning of Arts Upper Hunter.
- Contribute to project documentation and reporting, which may include the collection of testimonials, data, images, video, audio, documentation and feedback.
- Support events “on the ground”.
- Develop initiatives that aim to put local arts events and creative practitioners in the spotlight.

Key Competencies

- Energetic, enthusiastic, well presented
- Some administration skills such as filing, information management, correspondence and record keeping
- Ability to communicate with diverse groups, working with their needs and abilities
- Reasonable skills working in a digital environment including social media and Microsoft Office.
- Hold a current Australian (NSW) driver’s licence and have own vehicle with comprehensive insurance (or ready access to one)
- Must be eligible to work in NSW, and be eligible for a NSW Working With Children Check and Police Check
- **Must be keen to have fun and make a difference**

Enquiries:

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