

# Position Description

## Visual Arts Program Officer

|                                  |                                |                       |                      |
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| <b>Position Title:</b>           | Visual Arts Program Officer    | <b>Directorate:</b>   | Creative Communities |
| <b>Position Number:</b>          | 100174                         | <b>Department:</b>    | Community            |
| <b>Employment Status:</b>        | Part-Time                      | <b>Position Type:</b> | Indoor Employee      |
| <b>Employment Type:</b>          | Permanent Part-time            | <b>Location:</b>      | Moonah Arts Centre   |
| <b>Classification Structure:</b> | Grade 4                        |                       |                      |
| <b>Reports to:</b>               | Coordinator Moonah Arts Centre |                       |                      |

### PRIMARY PURPOSE:

This position is responsible for the development and delivery of the visual arts program at the Moonah Arts Centre, and the facilitation of community cultural projects consistent with Council's arts and cultural development objectives. The position oversees the ongoing management and operations of the exhibition spaces in the Moonah Arts Centre.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Visual Arts Program Officer** reports to the **Coordinator Moonah Arts Centre** for all operational and management matters.
- The role is a key contributor to the Moonah Arts Centre Team and will liaise with employees of Council.

#### 2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, artists, performers, musicians, technicians, arts and performance companies, festivals, cultural producers, State and Federal government departments, community groups, community organisations, local government authorities, arts venues and agencies, police, media, schools and colleges, visitors and contractors to the City of Glenorchy.

### Accountabilities And Responsibilities

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| <b>Visual Arts Program</b> | <b>Development and delivery of a visual arts program at Moonah Arts Centre, consistent with Council's arts and cultural development objectives, by:</b> <ul style="list-style-type: none"> <li>▪ Working collaboratively with other members of the Moonah Arts Centre team to manage and oversee the visual arts programming at the Moonah Arts Centre including workshops, exhibitions, forums, school holiday programs and education programs.</li> <li>▪ Undertake administrative work and facilitate the development of exhibitor's assets associated with the program as required.</li> <li>▪ Oversee casuals, volunteers, centre users and others to ensure the safe and effective delivery of activities at the Moonah Arts Centre.</li> </ul> |
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|                                    | <ul style="list-style-type: none"> <li>▪ Engage with community, arts organisations, and other external hirers to maximise the usage of the exhibition opportunities at the Moonah Arts Centre and within the city.</li> <li>▪ Be the main point of contact for Council on visual arts and community.</li> <li>▪ Mentoring emerging artists.</li> <li>▪ Work as part of the team to ensure the smooth function of the day-to-day operations.</li> <li>▪ Liaise with the Marketing Officers on the development and implementation of a range of publicity strategies that promote the programs and activities of the Moonah Arts Centre.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Community Cultural Projects</b> | <p><b>Facilitation of new and existing community cultural projects and activity both at and external to Moonah Arts Centre which celebrate the diversity of values and cultures within the city, and which foster social interaction and community pride, by:</b></p> <ul style="list-style-type: none"> <li>▪ With the team, plan, develop, and implement a range of arts and cultural events, activities and projects which actively engage a wide cross section of the Glenorchy community, including children, young people, people with disabilities, older people and people from new and emerging communities.</li> <li>▪ Working collaboratively and with the team to achieve Council's agreed strategic direction.</li> <li>▪ Investigate future funding opportunities, pursue, prepare, submit, and acquit grants which support identified strategic objectives and projects and programs.</li> <li>▪ Providing guidance and support to other Council staff and community groups and organisations in the development and implementation of visual arts activity both in the community and at the Moonah Arts Centre.</li> <li>▪ Share expertise and provide leadership and guidance to Council in the strategic development of arts, community cultural development, and community engagement.</li> </ul> |
| <b>Exhibition Spaces</b>           | <p><b>Overseeing the ongoing management and operations of the exhibition spaces and opportunities at the Moonah Arts Centre, by:</b></p> <ul style="list-style-type: none"> <li>▪ Developing visual arts programming which is consistent with Council's arts and cultural development objectives.</li> <li>▪ Working with the Coordinator Moonah Arts Centre and hirers to cost and manage all hires and usage of the exhibition spaces in keeping with community, cultural and budgetary expectations.</li> <li>▪ Working with community, arts organisations, and other external hirers to maximise the usage of the visual arts opportunities.</li> <li>▪ Working with the Venue and Production Manager to manage the maintenance and ongoing operations of the equipment, and material resources in the exhibition spaces.</li> <li>▪ Overseeing the exhibition schedule, installation, and openings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Team Work and Collaboration</b> | <ul style="list-style-type: none"> <li>▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability.</li> <li>▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|                                        | <ul style="list-style-type: none"> <li>▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> <li>▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks.</li> <li>▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication.</li> <li>▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Customer Service</b>                | <ul style="list-style-type: none"> <li>▪ Represent the Council in a professional and positive manner</li> <li>▪ Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>▪ Identify and contribute to opportunities for continuous improvement in service delivery.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Organisational Responsibilities</b> | <ul style="list-style-type: none"> <li>▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard.</li> <li>▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations.</li> <li>▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees.</li> <li>▪ Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery.</li> <li>▪ This role may require reasonable after-hours activities and overtime when required by business needs.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Governance, Risk and Compliance</b> | <ul style="list-style-type: none"> <li>▪ Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations.</li> <li>▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices.</li> <li>▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements.</li> <li>▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements.</li> <li>▪ Proactively identify areas of non-compliance and support the implementation of corrective actions.</li> <li>▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks.</li> <li>▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances, and implement corrective actions as needed.</li> <li>▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.</li> </ul> |

## Key Selection Criteria

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| <b>Essential Qualifications</b> | <ul style="list-style-type: none"> <li>Tertiary qualifications in the visual arts sector, with a minimum of 3 years post-graduate experience in the arts sector, or alternatively, substantial demonstrated professional and lived experience within the sector and the ability to obtain a relevant qualification.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Desirable</b>                | <ul style="list-style-type: none"> <li>Working from heights</li> <li>White card</li> <li>Fire warden training</li> <li>Local government experience</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Licences</b>                 | <ul style="list-style-type: none"> <li>Current registration to work with vulnerable people (RWVP)</li> <li>Drivers Licence (preferred but not essential)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Skills and Experience</b>    | <ul style="list-style-type: none"> <li>Curatorial experience and experience in the operations of exhibition spaces or galleries and an understanding of arts and cultural industries and services on a state and national level.</li> <li>Experience and knowledge of community cultural development processes.</li> <li>Project management skills ensuring efficient use of resources and effective project delivery, including programming, logistics, installation and risk management with proven ability to design, program, and implement arts and cultural projects and activities.</li> <li>Highly developed interpersonal communication skills, for collaboration and interaction with stakeholders with the ability to relate to people at all levels</li> <li>Demonstrated ability to work as part of a team and autonomously on specific projects.</li> <li>Ability to troubleshoot and develop strategies collaboratively while working within tight programming deadlines.</li> </ul> |

## Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.



## Our Values



**WE RESPECT EACH OTHER**

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters



**WE ARE TRUSTED**

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn



**TOGETHER WE ARE BETTER**

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge



**WE DELIVER**

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

## Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

**WE FOSTER AND MODEL A CULTURE WHERE:**

We **RESPECT** others and their viewpoints as being as important as our own

We trust and are **TRUSTED** by each other

We know that by working **TOGETHER** we achieve better outcomes

We take personal responsibility, and together we **DELIVER** for our community

### ACKNOWLEDGEMENT:

I have read and agree to abide by the requirements of this position description.

|                            |  |              |  |
|----------------------------|--|--------------|--|
| <b>Employee Name:</b>      |  |              |  |
| <b>Employee Signature:</b> |  | <b>Date:</b> |  |