

## POSITION DESCRIPTION

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|---------------------------|------------------------------|---------------------|--------------------|
| <b>Position Title:</b>    | Coordinator Arts and Culture | <b>Directorate:</b> | Corporate Services |
| <b>Position Number:</b>   | 100290 (CD0006)              | <b>Department:</b>  | Community          |
| <b>Employment Status:</b> | Full-Time                    | <b>Section:</b>     | Arts and Culture   |
| <b>Employment Type:</b>   | Permanent                    | <b>Location:</b>    | Moonah Arts Centre |
| <b>Classification:</b>    | Schedule A, Salary Point 15  |                     |                    |
| <b>Reports to:</b>        | Manager Community            |                     |                    |

### PRIMARY PURPOSE:

The Coordinator Arts & Culture is responsible for developing and achieving Council's agreed strategic direction for arts and cultural development. This includes the coordination of the Arts and Culture program, such as the Moonah Arts Centre (MAC), community cultural events and projects, cultural and public art policy and planning to ensure a collaborative and team approach.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Coordinator Arts and Culture** reports to the **Manager Community** 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, visitors and contractors to the City of Glenorchy.
- This role will engage with government agencies, councils, non-government and community organisations and businesses.

### 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

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.

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

### KEY RESPONSIBILITIES:

| RESPONSIBILITIES/TASKS     | DUTIES   |
|----------------------------|--|
| Coordinate and collaborate | <ul style="list-style-type: none"> <li>• To ensure the continued development, implementation, promotion and coordination of new and existing community cultural events and projects both within and outside the MAC.</li> <li>• To ensure a collaborative and team approach within the Arts and Culture team that achieves Council's agreed strategic direction and Annual Plan initiatives.</li> <li>• Investigate all avenues of funding and coordinate the preparation of funding submissions which support identified strategic objectives and projects of the Arts and Culture program.</li> <li>• To be responsible for coordinating the development, implementation, monitoring and review of Council's cultural policies, and plans, and strategies including facilitating the Public Art Oversight Group and associated projects.</li> <li>• Participate in and/or convene specific working or reference groups, which address issues and goals identified in delivering the City of the Arts Strategy.</li> <li>• To provide guidance and support to other Council staff and community groups and organisations in the development and implementation of cultural events and projects both in the community and at the MAC.</li> </ul> |
| Lead and manage            | <ul style="list-style-type: none"> <li>• Conducting regular team meetings and building strong relationships.</li> <li>• Ensuring open communications with staff.</li> <li>• Undertake regular performance reviews with direct report team members in accordance with Council's performance management system and ensure other staff reviews are completed.</li> <li>• Ensure the activities of staff deliver appropriate outcomes and are met in a timely and customer-focused manner.</li> <li>• Provide mediation, counselling, and base level discipline of staff on performance related issues.</li> <li>• Ensure all positions have adequate succession planning with appropriate documentation in place.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Ensure all staff have the necessary induction, training, skills and development opportunities to meet their position outcomes.</li> </ul>  |
| <b>Strategic Contribution</b>                  | <ul style="list-style-type: none"> <li>• Contribute to the development of corporate strategic and annual plans.</li> <li>• Ensure the development of annual plans for Arts and Culture in line with the marketing strategy and strategic plan, the City of the Arts Strategy and the MAC Business Plan.</li> <li>• Develop and monitor appropriate key performance measures for the venue.</li> <li>• Ensure that all reporting is completed in a timely manner.<br/>Ensure that the objectives in the Strategic Plan/Annual Plan/City of the Arts Strategy relating to the Arts and Culture program are met.</li> </ul>  |
| <b>Legislative and Council requirements</b>    | <ul style="list-style-type: none"> <li>• To be responsible and accountable for creating, keeping and maintaining authentic, accurate and reliable records and/or data documenting the business decisions, actions and practices undertaken or performed by your position. These records must be saved within the approved Council recordkeeping systems, and in accordance with Council's documented policy and procedures. You are required to be aware of and trained in current practices, in order to ensure compliance, and to maintain your current and future knowledge requirements with respect to information management within Council.</li> <li>• To implement and ensure Council complies with all statutory, legislative, legal, risk management and policy requirements associated with the delivery of the Arts and Culture program.</li> <li>• To identify, analyse and control the risks associated with the operational requirements of the Arts &amp; Culture program.</li> <li>• To be responsible for co-ordinating the development, implementation, monitoring and review of Council's cultural policies and plans.</li> </ul> |
| <b>Financial matters</b>                       | <ul style="list-style-type: none"> <li>• Responsible for managing the budget including invoicing and collection of revenue and payment of suppliers in a timely manner.</li> <li>• Responsible for completion of the program's monthly variance report, within the timeframes advised by finance.</li> <li>• Responsible for coding transactions and providing appropriate documentation, within the timeframes advised by finance.</li> <li>• Responsible for complying with the Purchasing Policy. In particular, obtaining quotes, preparing tender documents and raising purchase orders, where appropriate.</li> </ul>   |
| <b>Compliance &amp; Privileged Information</b> | <ul style="list-style-type: none"> <li>• Responsible and accountable for adhering to the requirements of all relevant employment, WHS and EEO legislation, the principles of diversity and the Council's policies and procedures.</li> <li>• Ensure compliance with relevant Awards, Enterprise Agreements, Delegations and other employment legislation relevant to Glenorchy City Council.</li> </ul>   |
| <b>Other Tasks or Duties</b>                   | <ul style="list-style-type: none"> <li>• May be required to undertake other duties for which employee is trained / qualified dependant upon the needs of the Council.</li> </ul>  |
| <b>WHS</b>                                     | <ul style="list-style-type: none"> <li>• Complying with WHS policies and procedures.</li> <li>• Having responsibility for the identification assessment and management of WHS hazards associated with operational activities.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Behaving in a manner which will minimise the risk of injury to yourself and others.</li> <li>• Identifying, removing where reasonably practical and reporting safety, health and environmental hazards in your work area.</li> <li>• Raising awareness of the requirements of complying with WHS policies and procedures.</li> </ul>   |
| <b>Customer Service</b>                | <ul style="list-style-type: none"> <li>• Promote the positive image of Council as a whole.</li> <li>• Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>• Engage, listen to and act where appropriate on feedback from our customers.</li> <li>• Implement, evaluate and continuously improve quality systems and processes for the section.</li> </ul> |
| <b>General</b>                         | <ul style="list-style-type: none"> <li>• Assist in the achievement of agreed outcomes consistent with department business plans and budgets.</li> <li>• Perform any other duties as directed.</li> </ul>  |
| <b>Organisational Responsibilities</b> | <ul style="list-style-type: none"> <li>• Support and adhere to Council's policies and procedures, code of conduct and relevant acts.</li> <li>• The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment.</li> </ul>  |

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

#### **SPECIALIST DELEGATIONS:**

- As per delegation register

#### **KEY SELECTION CRITERIA:**

1. A degree in a relevant discipline with 5 years minimum post graduate experience in the cultural field.
2. Strategic and management experience within the community cultural development field, including staff and financial management.
3. Knowledge of the broad range of arts and cultural industries and services on a State and National level.
4. Effective and well-developed stakeholder management communication at all levels with a demonstrated ability to work collaboratively with people who have a diverse range of backgrounds and abilities.
5. Ability to design, implement and manage large scale community events and facilitate community group processes.
6. Understanding of grant programs in the arts and cultural field and ability to write grant applications.

## AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

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|----------------------------|--|--------------|--|
| <b>Manager Name:</b>       |  |              |  |
| <b>Manager Signature:</b>  |  | <b>Date:</b> |  |
| <b>Director Name:</b>      |  |              |  |
| <b>Director Signature:</b> |  | <b>Date:</b> |  |

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> |  |