

ARTS & CULTURE COORDINATOR

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes. Our systems, processes and tools are contemporary and reflect leading practice. Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication
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The position is:

Position Title	Arts & Culture Coordinator		
Department & Section	Community Development		
Team	Place Activation and Events		
Reporting to	Place Activation and Events Leader		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 5		
Position Number	5121	Prescribed Position:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

How does this position contribute to our community?

The Arts and Culture Coordinator plays a pivotal role in enhancing the rich history and reputation PAE has in the arts and culture industry by providing a foundation for sustaining, growing and developing creativity, arts and cultural heritage in our City. This role positions arts and culture as shapers of places and creators of community, and presents a vision for a strong, creative, impactful and sustainable arts ecology. The role creates opportunities for our community and visitors to the City to access, engage with, and participate in arts and cultural activities and experiences.

What does the position do?

- Primary responsibility for coordinating, implementing, monitoring, reviewing and evaluating PAE’s Arts and Culture Strategy.
- Develop, deliver and evaluate high quality arts, cultural projects and programs to enable placemaking, community, and economic development outcomes in line with the PAE’s Arts & Culture Strategy.
- Foster partnerships and strong networks with artists, arts organisations, businesses and communities within PAE, nationally and the South Australian arts and cultural sector to deliver city-wide arts and cultural outcomes and experiences.
- Contribute to the broader arts ecology of PAE by supporting development and delivery of innovative, creative and engaging arts and cultural outcomes across all art forms to create vibrant places and a thriving sense of community across the City.
- Collaborate with teams across the organisation to create and support a wide range of opportunities for arts and cultural outcomes.
- Contribute to the exploration and implementation of new methodologies, ideas and innovations to enhance the level and quality of participation in arts and culture by the community of and visitors to PAE.
- Develop networking and professional development programs for local artists.
- Manage relationships with Council’s cultural tenants and funded partner organisations.
- Commissioning and management of public art.
- Contribute to the delivery of arts, cultural and placemaking outcomes of the City Vision and other Council strategies and plans as relevant.
- Support open and transparent grant making and funding processes.
- Prepare Council and other reports as required.
- Other reasonable duties as required.

What outcomes does the position deliver?

- Raises the profile of PAE as a creative destination, attracting creative practitioners and audiences to the region.
- Supports and attracts creative organisations that provide sector development and professional pathways for artists and arts workers.
- Enables a diversity of creative activity and opportunities for participation for the PAE community.

POSITION DESCRIPTION



- Strengthens the sustainability and capacity of creative organisations.
- Fosters partnerships and collaborations including with artists, arts organisations and local businesses.
- Influences and embeds the inclusion of planning for the arts industry across Council projects and programs.

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing.
- Customer focused and passionate about delivering for our community.
- Alignment to PAE Values and Code of Conduct.
- Sound problem solving, innovative thinking and informed decision making.
- Enthusiasm to complete tasks.
- A commitment to personal development and improvement.
- Adaptability and flexibility to new ideas and concepts.
- Strong and effective communicator and listener.
- Agility and responsiveness – comfortable adapting quickly to changing priorities.
- Operates with a high level of empathy and openness to ideas and diversity.
- High level interpersonal and influencing skills that build good work relationships.
- Commitment to, and a passion for arts and cultural engagement at the local level.
- Lead people and set vision of excellence aligned to PAE Values.
- Responsible financial management.
- Politically aware.

Qualifications for the position

- A relevant tertiary qualification is desirable.
- Current 'Working with Children' clearance, or willingness to undergo screening is essential.
- Child Safe Environment (Mandated Notification) training is essential, or a willingness to undertake training.
- Current Class C Driver's License is desirable.

Experience

- Extensive experience (over 5 years) working in arts and cultural development, project or program delivery.
- Experience working with a diverse range of stakeholders to deliver projects and programs with creative and strategic outcomes.
- Experience in project management and budgeting on multiple concurrent projects.
- Demonstrated experience delivering against a broad strategic policy or plan.

Knowledge

- Proven ability to develop and maintain positive and effective working relationships with a broad range of individuals and organisations.
- Knowledge of and capacity to strategically apply local, state and national arts policies and funding programs to leverage local arts and cultural outcomes.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

POSITION DESCRIPTION



Procurement and Contract Management

- Responsible for complying with Council's procurement policy and processes.
- Proficient in the application and requirements of procurement within a Local Government context.
- Requirement to undertake regular training regarding procurement and contract management activities.

Our Safety and Return to Work Commitments

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014

Employee Signature: _____

Print Name: _____

Date: _____