

POSITION DESCRIPTION Project Manager

Contract position (7 days per fortnight with flexibility for extended hours)

LOCATION

Clunes, 2480

ORGANISATIONAL ENVIRONMENT

Arts Northern Rivers is the peak body for the arts and cultural sector in the Northern Rivers region of New South Wales, Australia.

We work at a regional, state and national level to support sustainable arts and creative industries development.

Our activity is divided into **core** and **project** activity. Our core activity is funded through Create NSW as well as the contributions made by six local governments of the region. Our project activity has been funded through various federal, state and regional partners including Create NSW, Department of Infrastructure, Transport, Regional Development and Communications, Indigenous Visual Arts Industry Support (IVAIS) and the Regional Arts Fund (via Regional Arts NSW).

Our **core** arts development program includes:

Assistance for creative practitioners, arts organisations and enterprises, including advice on development, planning and funding

- Communications and promotion initiatives, which aim to put local arts events, artists and creative practitioners in the spotlight
- Cultural planning assistance for local councils, including consultation on arts and cultural policy and strategy
- Professional and skills development programs for arts workers and practitioners
- Support for First Nation artists via an outreach program Our key **project** areas are:
 - Community Cultural Development
 - Creative Industries Development
 - Indigenous Arts and Cultural Development

SUMMARY OF POSITION

The key responsibility of the Project Manager is to work closely with the Executive Director to devise and deliver a range of projects that form part of Arts Northern Rivers project activity. These projects support two of the organisation's strategic priority areas: Community

Arts and Cultural Development and Arts and Creative Industries Development. The Project Manager will also offer input and assistance in the delivery of our annual skills and professional development workshops program (with key responsibility for this program assigned to the Administration Coordinator).

In addition, the Project Manager will work with the Marketing and Communications Manager to manage the Northern Rivers Creative website – an online directory promoting the arts and creative industries of the Northern Rivers.

The Project Manager will also work with the Executive Director to coordinate the organisation's Annual Report.

PERIOD OF EMPLOYMENT

Subject to successfully completing a 3-month probationary period the role will be offered as a part-time position at 7 days a fortnight. Hours may increase as project activity increases – subject to successful funding applications.

SALARY & BENEFITS

The salary is \$60,000 per annum for a 35-hour week (pro rata). Superannuation contribution (10% of salary) and leave loading (based on 4 weeks leave pro rata) is in addition to the agreed salary.

DUTIES:

Working in accordance with the aims and objectives and strategic plan of Arts Northern Rivers, the Project Manager will work to fulfill the following functions:

- Assist the Executive Director in devising project initiatives for Arts Northern Rivers and contribute to the development of funding applications
- Manage and deliver Arts Northern Rivers projects ensuring (amongst other duties) project plans are developed, budgets are developed and tracked in consultation with the Executive Director, documentation needs are met and post project reports are delivered.
- Participate in the management of the Northern Rivers Creative website – including assessing and approving submissions for the arts and creative industries sector
- Offer input, assistance and where necessary management of the skills and professional development workshop program, which is developed in consultation with the Executive Director and coordinated by the Administration Coordinator
- Coordinate the production of the Annual Report
- The project Manager will work with the Arts Northern Rivers team to assist in other areas of project planning and delivery

ESSENTIAL CRITERIA – TO BE ADDRESSED IN YOUR WRITTEN APPLICATION WITH EXAMPLES OF PREVIOUS POSITIONS / PROJECTS

1. Excellent project management & organisational skills – please provide a recent example of a project you have managed
2. Post project reporting
3. Experience and responsibility in tracking projects including an understanding of budget

control

4. Highly developed computer skills – particularly on the Mac platform
5. Experience with Survey Monkey and Mailchimp programs
6. Website CMS experience
7. Ability to work flexible hours, with a diverse range of people and as part of a team

DESIRABLE CRITERIA

1. Understanding/experience in the arts
2. Understanding and experience in developing and/or contributing to arts funding applications
3. Knowledge of the Northern Rivers region
4. Desktop design skills: InDesign/Survey Monkey etc.

ORGANISATIONAL RELATIONSHIPS

Reports to:

- Executive Director of Arts Northern Rivers
- Works with the ANR team

Application Process

Your application must include:

- A cover letter addressing the seven selection criteria listed above explaining how your experience is relevant to each of the selection criteria.
- A current resume including details of three referees

Applications that do not address the selection criteria will not be considered. Applications must be received via email by 5pm on Monday 30 May, 2022

Applications should be addressed to:

Jane Fuller
Executive Director
Arts Northern Rivers
By email only: info@artsnorthernrivers.com.au