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Position Description: Indigenous Arts Officer (Identified Indigenous position)

Position Title: Indigenous Arts Officer

Contract Position: Part-time negotiable i.e.: 7 days per fortnight (24.5hours per week)

Location: In community and ANR office base - Lismore, 2480

Salary: \$36.81 per hour, \$67,000 pro rata + use of work provided vehicle.

Reports to: Executive Director

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 Indigenous Arts Officer is to work closely with the Executive Director and the ANR staff to devise and deliver a range of projects that form part of the development and sustainability of Northern Rivers vibrant First Nations creative arts industry.

Arts Northern Rivers First Nation focus involves project and outreach support to deliver the organisation's strategic priority areas: Community Arts, Cultural Development, and Arts and Creative Industries Development.

The Indigenous Arts Officer will develop and implement a comprehensive Aboriginal Arts Development Strategy, including economic and professional development initiatives for Aboriginal artists. Multi-pronged strategies are established to ensure accessibility of opportunities are made available across the Northern Rivers for Aboriginal communities. The Indigenous Arts Officer will also work with the Executive Director to gather, coordinate, and report on cultural data relating to the organisation's activities, partnerships and events to ensure local Indigenous Arts Creative Industry continues to develop and flourish.

PERIOD OF EMPLOYMENT

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 \$67,000 per annum for a 35-hour week (pro rata). Superannuation contribution (11% 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 Indigenous Arts Officer will work to fulfil the following functions:

- Lead and devise in collaboration with the Executive Director, Aboriginal community informed First Nations Arts Northern Rivers project initiatives
- Contribute to the development of funding applications, manage data collection processes, and acquit relevant funding arrangements
- Lead and deliver First Nations arts 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.

- Meet with Aboriginal artists, arts practitioners, and cultural organisations in their communities to identify their professional and creative needs, and support their growth
- Respond to enquiries from independent artists, community members, and local organisations, and consult on best practice for the reclamation of Aboriginal creative outputs
- Offer cultural advice and assistance, and where necessary, support and supervise artist project delivery supervision support of project delivery relating to First Nation Projects and other projects involving First Nation Creatives in consultation with the Executive Director.
- Ensure cultural protocols and respectful communication leads all engagement with First Nation projects and partnerships.
- Build partnerships with organisations to increase the opportunities of First Nation Creatives to increase and diversify their income, build their profile, and strengthen their capacity to deliver within Northern Rivers and beyond.
- Maintain and build First Nation Creative Industry networks that support cultural continuation aspirations, infrastructure development, old and new cultural vibrant forms of expression, and cultural safe learning environments.
- Support organisational cultural capacity building through consulting, knowledge sharing, and relationship building
- Supervise and support the Arts Northern Rivers First Nations projects team, including the First Nations Program Coordinator and contracted project coordinators from time to time

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

1. Experience and ability working with Aboriginal people and their communities
2. Experience in and knowledge of the First Nation arts and arts industry or a willingness to learn
3. Solid project management & organisational skills – please provide a recent example of a project you have managed
4. Effective cross cultural communication skills, including verbal and written skills appropriate to a range of settings, reporting, documenting and computer skills
5. Ability to work independently while taking direction from Executive Officer
4. Highly developed computer skills – particularly on the Mac platform
5. Ability to work flexible hours, with a diverse range of people and as part of a team
6. Current drivers licence

DESIRABLE CRITERIA

1. Understanding/experience in the arts with focus on First Nations arts development and advocacy.
2. Understanding and experience in developing and/or contributing to arts funding applications.
3. Knowledge of local First Nations Northern Rivers community
4. Willingness to supervise and support First Nation project outcomes and deliverables

ORGANISATIONAL RELATIONSHIPS

Reports to:

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

Application Process

Your application must include:

- A cover letter addressing the six selection criteria listed above explaining how your experience is relevant to each of the selection criteria.
- A current resume including contact 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 24 January 2024

Applications should be addressed to:

Executive Director, Arts Northern Rivers, By email only: admin@artsnorthernrivers.com.au
Please call Kylie Caldwell (current Indigenous Arts Officer) or Jane Fuller on 0456 770 632 with any queries regarding the position