

Job Title & Position Number: Community and Public Arts Officer (Ref: 1408)

Level: 5/6

Line Manager: Coordinator Gallery and Public Art

Direct Reports: Nil

Location: Geraldton Regional Art Gallery

Date Reviewed: September 2024

1. Job Purpose

The Community and Public Arts Officer position delivers the City's visual and creative arts program, through engagement and outreach activities as outlined in the City's Public Art Strategy, whilst also supporting projects at the Geraldton Regional Art Gallery (GRAG) which contribute to strengthening inclusion in arts initiatives for the region.

The position will identify and remove barriers to participation and devise strategies to improve social equity in access to arts facilities and events.

2. Organisational Context

The position of Community and Public Arts Officer is part of the Libraries, Heritage & Gallery branch within the Community & Culture department. In total, four (4) branches report to the Community & Culture Director – Community & Cultural Development, Libraries, Heritage & Gallery, Mullewa District Office and Sport & Leisure.

3. Key Accountabilities

- Maintain the City of Greater Geraldton Public Art Register to ensure that the accessioning of new works and the condition monitoring and maintenance of the collection is carried out in an accurate and timely manner.
- Support the procurement of public art within the City through consultation with relevant stakeholders and design professionals.
- Develop and write artist and project briefs in consultation with the Coordinator Gallery and Public Art.
- Oversee the Post-Office Laneway Gallery and ensure a regular rotation of exhibited works.

- Identify and facilitate opportunities for community engagement and participation to strengthen arts and cultural connections at the GRAG and other community venues by organising activities such as general community workshops and holiday activity sessions.
- Develop and improve social equity in access to arts facilities and events by:
 - Identifying target groups for the City's community and public arts initiatives, such as, but not limited to, people with disabilities, culturally and linguistically diverse peoples (CALD), First Nations peoples, youth and seniors.
 - Devising and implementing strategies which engage with target groups, including identifying and addressing barriers to their participation in the arts.
- Provide assistance with regard to the delivery of visitor information services where required.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required.
- **Values** - create a positive working environment while upholding the City's STARS.

<p>SERVICE</p> <ul style="list-style-type: none"> • We will make customers the focus of everything we do. • Our service will be fair, flexible, innovative and reliable. • We will show genuine concern for customers.
<p>TRUST</p> <ul style="list-style-type: none"> • We will trust the foundation of all relationships. • We will rely and depend on each other. • Our communications will be open and genuine.
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • We will honour our commitments. • We will take responsibility for our own actions. • We won't blame others. • We will hold each other accountable for our actions and behaviours.
<p>RESPECT</p> <ul style="list-style-type: none"> • We will treat others like we would like to be treated. • We will listen before we talk. • We will seek and value the contributions of others.
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • We will be united in our decisions. • We will be united in our actions. • Our strengths will come from interdependence.

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Degree in a field related to the arts with relevant experience or lesser qualification with significant experience
- Certificate IV in Leadership and Management
- C Class Driver's Licence
- National Police Clearance
- Working with Children Check
- Experience working within an arts and cultural discipline
- Experience promoting engagement and inclusion in the arts and culture, including among marginalised groups

Knowledge and Skills

- Comprehensive knowledge of arts and culture sector

- Demonstrated experience in the development and delivery of community arts and cultural programs and events
- Sound computer skills with high level of proficiency in Microsoft Office Suite with ability to learn new systems and advance existing skills
- Comprehensive interpersonal, verbal and written communication skills, including the ability to consult and liaise effectively with a diverse range of people
- Ability to work both independently, and in a team environment
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles