

Job Title & Position Number: Arts Engagement Officer (Ref:1409)

Level: 5

Line Manager: Coordinator Gallery and Public Art

Direct Reports: Nil

Location: Geraldton Regional Art Gallery

Date Reviewed: September 2024

1. Job Purpose

The Arts Engagement Officer position assists the Coordinator Gallery and Public Art in delivering the Mid-West Arts Membership Program and driving wider engagement at the Gallery.

The role is essential in delivering the Mid-West Arts Membership Program and its affiliated activities, enhancing the creative and cultural benefit of the arts in the Mid-West Region. This new program adds vibrancy to the current Geraldton Regional Art Gallery offering, creating an accessible platform for the arts community to become involved in the regional A Class Gallery.

The role supports the Coordinator to provide opportunities that encourage diverse audiences to foster a stronger connection with the Gallery, and to continuously enrich the experience of local artists in the City of Greater Geraldton.

2. Organisational Context

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

3. Key Accountabilities

- With support from the Coordinator Gallery and Public Art, ensure effective development, delivery and evaluation of the membership event program including on site, digital and off-site activities.
- Deliver inhouse workshops and training sessions which align with program objectives and provide opportunities for the growth and development local artists.
- Organise the Gallery's program of membership communications from sign up to renewal, to ongoing engagement and liaison with internal teams and external

customers, including the creation of promotional material in both digital and print media using Indesign and other Adobe products.

- Develop and maintain an online directory of local artists and creatives.
- Contribute to the development and implementation of the GRAG Membership Program by assisting with the monitoring and reporting on the impact and quality of membership program activities.
- Provide day to day management of the Gallery's membership program, ensuring efficient administration and procurement, high quality service and adherence with City business systems and processes.
- Foster strong relationships across the local arts community to identify opportunities to enrich the membership offering.
- Assist with the supervision of Gallery Casuals, volunteers and work experience students.
- Maintain a professional presence at the Gallery, welcoming visitors and maintaining consistent communication with all stakeholders.
- 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 hits.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation including but not limited to any form of workplace discrimination, harassment, victimisation and bullying and 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"> • <i>We will make customers the focus of everything we do.</i> • <i>Our service will be fair, flexible, innovative and reliable.</i> • <i>We will show genuine concern for customers.</i>
<p>TRUST</p> <ul style="list-style-type: none"> • <i>We will trust the foundation of all relationships.</i> • <i>We will rely and depend on each other.</i> • <i>Our communications will be open and genuine.</i>
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • <i>We will honour our commitments.</i> • <i>We will take responsibility for our own actions.</i> • <i>We won't blame others.</i> • <i>We will hold each other accountable for our actions and behaviours.</i>
<p>RESPECT</p> <ul style="list-style-type: none"> • <i>We will treat others like we would like to be treated.</i> • <i>We will listen before we talk.</i> • <i>We will seek and value the contributions of others.</i>
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • <i>We will be united in our decisions.</i> • <i>We will be united in our actions.</i> • <i>Our strengths will come from interdependence.</i>

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
- 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

- 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 with experience using online booking platforms.
- Well developed 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

6. Certification

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility. I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing change and improvement of processes, practices, knowledge, skills and behaviours is expected by the City of Greater Geraldton and this position description facilitates this development that I will actively invest in.

Employee Name: _____

Employee Signature: _____

Date: _____