

<b>Directorate:</b>	City Community and Culture	<b>Department:</b>	Casula Powerhouse Arts Centre
<b>Position Grade:</b>	13	<b>Reports to:</b>	Director
<b>Last review:</b>	11 January 2019	<b>Next review:</b>	11 January 2022
		<b>Version No.:</b>	1.0

**Position purpose:**

To develop and present a range of innovative and interpretive education programs and publications, public programs, and events that will cultivate the interests of new and existing audiences that visit the Casula Powerhouse Arts Centre and engage audiences across the LGA

**Key accountabilities/responsibilities:**

- Responsible for:
- 1) Developing innovative education and public programs that engage a variety of audiences including children and families, seniors, youth, access, and adult audiences.
  - 2) Developing relationships and program partnerships with key arts organisations, community organisations, galleries, peak bodies, and funding bodies as well as Liverpool City Council.
  - 3) Seeking funding for projects/programs including applying for grants and seeking philanthropic opportunities through partnerships and sponsorship
  - 4) Developing and managing the Public Program and Education budget and ensure the efficient utilisation of the organisation’s resources this includes delivering programs within agreed parameters and budget.
  - 5) Collaborating with internal and external stakeholders in audience development for Casula Powerhouse Arts Centre exhibitions and programs.
  - 6) Develop and review community participation strategies for programs across the LGA
  - 7) Working with casual educators including training, rostering and recognition events.
  - 8) Oversee Education programs that satisfy key curriculum outcomes of the NSW Board of Studies Syllabus.
  - 9) Establish strong links with schools and tertiary institutions including with teachers and community liaisons.
  - 10) Researching and developing activity programs for exhibitions, theatre and other events investigating potential opportunities at the centre.

**Decisions made in the position:**

- 1) Expenditure within agreed delegation.
- 2) Project research, planning and development.
- 3) Manage education program budget.
- 4) Manage Education and Public Programs Officers, contract staff and volunteers.

**Decisions referred:**

- 1) Expenditure over delegated authority.
- 2) Education and public program related media enquiries.
- 3) Establishment of work-plan priorities.

**Key issues/challenges:**

- 1) To research, develop and deliver innovative education and public programs that reflect the aims of Casula Powerhouse Arts Centre and Liverpool City Council

- 2) Understanding, establishing and assisting with the delivery of key priorities in the context of team outcomes.
- 3) Being flexible and able to adapt and accommodate to changes to work priorities, including flexible working hours and weekend work.
- 4) Implementing customer service principles in the delivering of all aspects of the education and public programs.
- 5) Delivery of projects and programs within a project management framework on time within budget
- 6) Assessing and reviewing programs to maintain budget and community expectations to ensure sustainability.

**Key working relationships:**

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| <ul style="list-style-type: none"><li>• Director, CPAC</li><li>• CPAC Staff</li></ul> | <ul style="list-style-type: none"><li>• Community Groups including schools</li><li>• Liverpool City Council</li></ul> |
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**POSITION SPECIFICATION**

**Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the key criteria listed in the job application.**

**ESSENTIAL CRITERIA**

**Qualifications/Licences**

- Tertiary qualifications in Art Education or Arts Administration or equivalent.
- This position is subject to a working with children check – please provide your current working with children check verification number
- Class C Drivers Licence

**Experience**

- Demonstrated experience in project/program management including establishing outcomes, writing plans, event management, and developing program feedback and evaluation systems.
- Experience in developing programs based on community participation and engagement with multi-arts arts practices
- Proven ability to prioritise work in a deadline-based environment, and to successfully work on multiple projects at one time.
- Experience in managing staff, contractors, and volunteers
- Experience in managing and reviewing project budgets
- Experience in Customer Service.
- Experience in delivering talks/tours to a variety of audiences.
- Knowledge in lifelong learning practices within an arts and CACD framework.
- Experience in working autonomously and as a member of a cohesive work team.

**Knowledge and Skills**

- Knowledge and understanding of CACD (Community Arts & Cultural Development) practice and/or working with CALD communities.
- Excellent verbal and written communication skills including being able to communicate with a diverse range of clients and stakeholders and engage customer service with commitment.
- Excellent administrative skills.
- Knowledge of Workplace Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.
- Knowledge and understanding of contemporary visual arts and performance.
- Knowledge of Workplace Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity

**DESIRABLE CRITERIA**

**Qualifications/Licences/Experience/Knowledge and Skills**

- Experience in audience development.
- Postgraduate qualifications relevant to gallery or museum administration

- Experience in writing grant funding applications and acquittals.
- Knowledge of art theories and concepts and the K–12 NSW education syllabus.

**LIVERPOOL  
CITY  
COUNCIL**



## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**