



PROJECT OFFICER POSITION

Dear Applicant,

Thank you for your interest in the position of Project Officer at the Mundaring Arts Centre. The Mundaring Arts Centre is a not-for-profit incorporated community arts organisation providing a focus for arts and cultural development within the Shire of Mundaring.

Please find attached a copy of the Position Profile and Selection Criteria which you must address in your application.

The successful applicant will have a background in arts development and strong management and community engagement skills. Experience working with young people, artists and communities is desirable.

The Project Officer will be based at the Mundaring Arts Centre, situated on the corner of Nichol Street, 7190 Great Eastern Hwy Mundaring WA 6073.

YOUR APPLICATION MUST INCLUDE:

- A statement that addresses each of the selection criteria separately (no more than half a page each).
- Names, contact numbers and positions of two recent referees related to your professional work.
- A copy of your resume, outlining relevant employment history.
- Your business and after hours contact details.

Applications can be lodged by mail, email or delivered by hand but must be received by Friday 19 March 2010 at 4pm.

Job start date is provisionally Monday, 19 April 2010

I look forward to receiving your application.

Yours sincerely,

Jenny Haynes
Director

POSITION PROFILE

PROJECT OFFICER POSITION PROFILE

We are seeking a committed and enthusiastic Project Officer to join our dynamic team of professionals to empower and inspire our community with innovative, relevant and accessible arts projects.

The Project Officer is a full time position.

POSITION IDENTIFICATION

Position Title: Project Officer
Hours: 37.5 hours per week
Contract: 3 month probation, 1 year term
(With further three years after review)
Reports to: Director
Position salary range: \$43,000 - \$48,750
Superannuation: 9% of gross salary
Last Updated: March 2010

Specific terms and conditions of service are detailed in the formal and binding contract of employment that is signed by the Staff Member and Director of the Mundaring Arts Centre.

FUNCTION OF THE POSITION

- To identify, manage and administer quality community arts projects that incorporate diversity, linked to MAC's Strategic Plan
- To identify and increase funding for, and participation in these projects

POSITION OBJECTIVE

- Develop the cultural identity of the Mundaring Arts Centre through the management of the community arts programs, associated education programs, in accordance with the Mundaring Arts Centre Strategic plan
- Strive for continuous improvement in our workplace and excellence in customer service.
- Strive for achievement of the Centre's vision in line with the mission and values of the Strategic plan.

KEY RESPONSIBILITIES

Outcome: Project Management

- In collaboration with the Mundaring Arts Centre Director, devise and implement long term strategic plans to meet the cultural needs of the community.
- Plan and implement cultural development and arts projects that have local and/or regional significance.
- Prepare job briefs and contracts for personnel involved in these programs.
- Oversee the implementation and appraisal of these projects.
- Prepare and submit grant applications to various government and private funding organisations and prepare project grant acquittal reports.
- Attend meetings and act as Mundaring Arts Centre's spokesperson on a number of committees/and upon request.
- Strive to achieve the Centre's vision in line with the Strategic plan.

Outcome: Communication

- Liaise with Government and non-Government agencies regarding cultural development issues.
- Ensure adequate provision of information and professional advice to the local community on cultural development projects, programs, services and resources.

Outcome: Financial Management

- Monitor arts expenditure and report on grants from relevant funding authorities.
- Ensure that projects, programs and services are operated and managed within the budget approved by the Director
- Identify and secure appropriate funding from public and private sector sources.

Outcome: Administration

- Prepare reports and supporting documentation as required.
- Assist in the day-to-day administration of projects
- Foster, advocate, implement and monitor the Centre's customer service focus and practices.
- Implement mechanisms to ensure that customer service requirements and standards are met.

PERFORMANCE MEASURES

- Meets all agreed deadlines
- Provides accurate and reliable information and reports
- Communicates with staff, colleagues, members and clients in a manner that supports the values of the organisation
- Contributes constructively to team planning and development
- Demonstrates initiative in problem solving
- Achieves target participation in projects
- Maintains project budgets
- Delivers a minimum of two successful funding applications per year for existing projects.

EXTENT OF AUTHORITY

The Project Officer is required to exercise initiative, judgement and creativity and liaise directly with the Mundaring Arts Centre Director.

This position may exert influence in the following areas:

- Marketing aspects pertaining to cultural projects
- Cultural policy and planning procedures
- Cultural budget preparation and allocation
- Consultation with external agencies, but not to commit the Mundaring Arts Centre
- Projects, programs and the Mundaring Arts Centre annual calendar of events

This position may make recommendations on:

- new projects, services and programs in line with the Strategic Plan
- engaging contract staff, consultants and artists

CERTIFICATION

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Director Mundaring Arts Centre

SIGNATURE _____

REQUIREMENTS OF THE JOB

Skills and Knowledge

- Well developed organization and time management skills.
- Well developed written and verbal communication skills.
- High level of creativity for project conceptualisation and problem solving.
- Strategic approach to work planning
- Considerable marketing and public relations skills.
- Well developed facilitation skills
- Sound computer literacy and keyboard skills.
- Sound knowledge of the local, state and federal arts industry
- Demonstrated experience of sourcing and successfully applying for project and/or program funding and maintaining budgets
- Strong customer service focus and commitment
- Sound research and information gathering skills

Experience

- At least three years experience working in community cultural development, Arts education or related area.
- Demonstrated managerial experience as leader of small team within an arts organization

SELECTION CRITERIA

Applicants are required to write a short statement that addresses the following criteria:

Essential

- High level of administrative skills
- High level of communication skills
- Experience in maintaining budgets and grant writing
- Experience in implementing cultural projects or art programs/ services

Desirable

- Tertiary qualification in arts, arts education, media and/or arts management

The successful applicant will need to provide evidence of the following position requirements:

Qualifications and/or training

- 'C' class driver's licence
- Current Police Clearance Certificate

CHECKLIST

HAVE YOU PROVIDED THE FOLLOWING INFORMATION?

1. A statement that addresses each of the selection criteria separately
2. Names, contact numbers and positions of two recent referees related to your professional work.
3. A copy of your resume that outlines relevant employment history.
4. Your business and after hours contact details.

Please send your application to: The Director, Mundaring Arts Centre

By post: 7190 Great Eastern Hwy, Mundaring WA 6073

By hand: Corner of Nichol Street and Great Eastern Hwy Mundaring WA

By email info@mundaringartscentre.com

NOTE: Applications must be received by 4pm, Friday 19 March 2010

Job start date is *provisionally* Monday, 19 April 2010