

POSITION DESCRIPTION

Position Title Noongar Arts Program Coordinator	Position Level Level 4 – City of Bunbury Employees 2022 Enterprise Agreement	Reports to Team Leader Bunbury Regional Art Gallery
Role of position To plan and deliver a professional program for South West Noongar artists aimed at expanding knowledge, skills and opportunities.		
Accountabilities <ul style="list-style-type: none"> Supporting a team of Noongar artists from the South West region who are committed to developing and advancing their arts practice to the highest standards. Work with BRAG staff to deliver workshops and programs to deliver art making, small business and professional development training for program participants. Work with participating artists to develop exhibition and sales opportunities for their work. Seek public art project internship opportunities for participating artists. Identify funding opportunities for SW Noongar artists programs and prepare appropriate funding applications. Provide advice and support for SW Noongar artists who are not participating in the program. Develop and maintain effective networks and databases of relevant artists, curators, collections and galleries. Facilitate access to BRAG's Studio 2 for participating artists. Coordinate the Noongar artist-in-residence program at BRAG and integrate into the program. Support planning and delivery of BRAG's Noongar Country exhibition. Provide support to gallery events as required. Provide both internal and external reports as required. Participate in and contribute to the City of Bunbury Reconciliation Action Plan process. Demonstrated commitment to working as part of the larger CoB team. Participate in and contribute to the exhibitions planning process Ability to work flexible hours, such as weekends, to meet operational demands. Essential Criteria <ul style="list-style-type: none"> General knowledge of Equal Employment Opportunity and Diversity Acts. Demonstrated knowledge of Noongar visual arts and artists. Demonstrated strong knowledge and understanding of Noongar culture including appropriate cultural protocols and consultation processes. A demonstrated understanding of creative/cultural industries. A demonstrated high level of computer skills. Demonstrated high standard of written and spoken communication skills. Proven ability to manage project budgets. Demonstrated ability to work with community groups. Proven ability to work well independently and contribute effectively within a team. Possession of a current National Police Certificate – required to be provided by the successful candidate only, at the appointment stage. 		Internal Relationships All City of Bunbury employees External Relationships <ul style="list-style-type: none"> Noongar artists Noongar Elders & community. Noongar groups, agencies and organisations. Project Partners and Sponsors/Funding Bodies. Service providers supporting the program. Local Government Agencies Gallery Curator (Special Counsel Arts & Culture, Specialist Consulting Services) Financial Accountabilities and Delegations <ul style="list-style-type: none"> Acts within established practices. Desirable Experience <ul style="list-style-type: none"> Experience working in the community/not-for-profit sector. Demonstrated experience in project management. Experience working in a creative/cultural industry. A general knowledge of gallery/museum standards and operations. A demonstrated knowledge of copyright and intellectual property issues for visual artists with particular emphasis on Aboriginal artists Tertiary qualification in a relevant field or two years' experience in a similar role. Experience of working in Local Government. Possession of a current Working with Children Check. A current Western Australian 'C' class motor vehicle driver's licence, or equivalent.

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<p><u>Mission Statement</u> Welcoming and Full of Opportunities</p> <p><u>Values</u> Employees at the City of Bunbury observe the following Values in their day to day activities:</p> <p>We are Community</p> <ul style="list-style-type: none"> • We are one team • We keep each other safe • We display empathy and respect • We have fun and celebrate our successes • We work together to achieve great outcomes <p>We are Open</p> <ul style="list-style-type: none"> • We are open to opportunities • We actively listen and think things through • We are inclusive and treat everyone equally • We are honest and open in our communications • We are open to feedback to improve our performance <p>We are Brave</p> <ul style="list-style-type: none"> • We lead the change, we own it! • We trust and empower each other • We have the difficult conversations early • We hold ourselves to the highest standard • We have the courage to improve and simplify <p>#WEARECOB</p>	<p>Misconduct City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.</p> <p><u>Employees must:</u></p> <ul style="list-style-type: none"> • Apply accountable and ethical decision making principles within the work environment. • Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct. • Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003. • Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO. <p>Risk Management</p> <ul style="list-style-type: none"> • Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director. • Apply sound operational risk management practices within the work environment. <p>Customer Service</p> <ul style="list-style-type: none"> • Foster, advocate and implement the City's Customer Service Charter. • Aim to exceed customer expectations. • Strive for an element of consistency from one service transaction to the next. • Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery. • Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider. 	<p>Work Health and Safety <u>Managers/Supervisors must:</u></p> <ul style="list-style-type: none"> • Ensure adherence to WHS policies and procedures. • Consult and cooperate with workers and WHS representatives on WHS issues. • Ensure that workers are equipped with the information, instruction, training and supervision that they need to work safely. • Identify, assess and control hazards within their area of responsibility. • Encourage early reporting of incidents and forward information to WHS Officer immediately. • Ensure that workers, volunteers and contractors are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment. • Develop Safe Work Procedures as required and ensure adherence to procedures. • Provide PPE as required and ensure workers are aware of correct usage and storage requirements. • Ensure all plant and equipment is properly maintained. • Maintain relevant knowledge of WHS issues. • Act as a role model by demonstrating safe work behaviours. <p><u>Employees must:</u></p> <ul style="list-style-type: none"> • Take reasonable care to ensure their own health and safety and that of others, as defined in WHS legislation. • Participate in the development of a healthy and safe workplace. • Comply with instructions given for their own health and safety and that of others, in adhering to Safe Work Procedures. • Cooperate with management in its fulfilment of its legislative obligations. • Report any injury, illness, hazard or near miss immediately, where practical to their supervisor. • Not place others at risk by any act or omission. • Not wilfully or recklessly interfere with safety equipment. <p>Accountable and Ethical Decision Making</p> <ul style="list-style-type: none"> • Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained. • Act fairly and justly, abiding by principles of due process and natural justice. • Be accountable and transparent. • Do your job effectively and as efficiently as possible. • Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct. • Declare any potential conflicts of interest.
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Name:

Signature:

Date: