Position Title: Cultural Project Co-ordinator

Award and classification: Wodonga City Council Enterprise Agreement 2018 to 2021 Band 6

Directorate: Community Development

Business unit: Arts and Events

Reports to: Team Leader Arts and Events

Supervises: Cultural Services Officers; Contracted artists and specialists

Employment status: Part time

Date: May 2019

ORGANISATIONAL CONTEXT

Wodonga Council’s vision is that Wodonga is a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

POSITION OBJECTIVES

The Cultural Project Co-ordinator will facilitate opportunities for people and organisations within Wodonga to participate in artistic and creative events and activities that strengthen cultural connections, expressions and identity, and develop a sense of place and well-being. This includes the development of a holistic community that is inclusive of and encourages a range of diverse art and cultural experiences that are participatory, entertaining, intellectual and educational.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- Coordinate and support community cultural projects within Wodonga while working closely with arts groups, artists, schools, businesses and the wider community.
- Assist in the management and delivery of a major arts festival within the City of Wodonga including, program planning, working with artists, budget management, and site map development.
- Identify and pursue funding opportunities for cultural projects.
- Support the development of Wodonga Children’s Fair Art Zone activities.
- Identify local community needs, strengths, opportunities and gaps in the service delivery of cultural events and activities and address accordingly.
- Ensure the provision of artistic opportunities for Wodonga by liaising closely with Murray Arts, Arts Wodonga, Creative Victoria, Regional Arts Victoria and other relevant organisations.
- Promote communication, networking and co-ordination within the arts community. Promote and market creative cultural activities happening within Wodonga; and coordinate marketing material accordingly.
- Co-ordinate and manage community cultural development programs including the Little Gifts Programs.
- Foster the preservation of cultural heritage across the community including the preservation of place, object and story.
- Co-ordinate and foster expressions & protection of Wodonga’s cultural heritage that are paramount to defining Wodonga’s past and present community
• Actively develop and maintain relationships with key organisations to support professional cultural industries.
• Work with relevant partners to support the implementation of meaningful professional development opportunities for local artists.
• Co-ordinate projects ensuring compliance with procurement, copyright, budget, marketing requirements and OH and S and risk management.
• Co-ordinate and deliver public art projects and maintenance across the city, including commissioning, maintenance and project management.
• Develop partnerships with local Aboriginal, multicultural and diverse community groups to deliver projects across the city.
• Undertake research, surveying, benchmarking and reporting of projects undertaken.
• Assist in the development, assessment and administration of council’s Community Impact grants program.
• Ensure all activities and programs are achieved within budget and opportunities for increased income generation are maximised.

**Accountability and Extent of Authority**

• This position is accountable for the achievement of goals, objectives and policies set by the council through the council plan and the cultural services plan relative to the position and the provision of accurate, timely and meaningful advice to the Team Leader Arts and Events.
• The freedom to act in this role is governed by clear objectives, budgets and frequent prior consultation with the Team Leader Arts and Events.

**OUR VALUES**

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

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<th><strong>Trust</strong></th>
<th>Talk straight – Say what you mean and mean what you say</th>
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<td>Create transparency – Do not withhold information unnecessarily or inappropriately</td>
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<td>Right wrongs</td>
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<td>Practice accountability – Take responsibility for results without excuses</td>
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<td>Extend trust – Show a willingness to trust others, even when it involves a measure of risk</td>
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<th><strong>Respect</strong></th>
<th>Treat other people with courtesy, politeness and kindness, no matter what their position or opinion</th>
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<td>Listen first – Seek to understand others before trying to diagnose, influence or prescribe</td>
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<th><strong>Integrity</strong></th>
<th>Tell the truth in an appropriate and helpful manner that does not compromise the organisation’s objectives and values</th>
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<td>Keep confidences</td>
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<td>Do what you say you will do to the best of your ability</td>
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<td>Be open about mistakes</td>
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<td>Speak of those that are absent only in a positive way</td>
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<th><strong>Learning</strong></th>
<th>Work together and learn from each other</th>
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<td>Continuously improve and innovate</td>
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<td>Be open to change</td>
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<td>There is a high degree of responsibility for results – delivery without excuses</td>
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**PERSONAL COMPETENCIES**

For details of personal and leadership competencies relating your role, please see Attachment 1.
JUDGEMENT AND DECISION MAKING SKILLS

- The objectives of the work are well-defined with the Cultural Development Co-ordinator requiring clear judgement and decision-making skills to select the appropriate method and process to be used to achieve position objectives.
- The work will involve problem solving, occasionally of a complex nature, with the Cultural Development Co-ordinator requiring the ability to use established procedures and guidelines, and apply creativity and originality, in the pursuit of appropriate solutions.
- Guidance and advice would usually be available within the time required to make decisions.

SPECIALIST KNOWLEDGE AND SKILLS

- Experienced in the use of IT systems and processes to foster business unit and workplace objectives.
- Understanding of the importance of good record keeping and the ability to effectively use the council’s document management system.
- The ability to develop and implement systems, policies and operating procedures, with support from the Team Leader Arts and Events where required.
- Ability to manage projects and programs to ensure they are executed to budget and comply with risk management procedures.
- The ability to identify opportunities relevant to the arts that result in positive community involvement, that complement the goals of the team and wider organisation.
- An appreciation of local government and arts and culture.
- A broad understanding and knowledge of community arts development with local communities.
- Knowledge of relevant funding programs and agencies, along with grant writing skills.
- Knowledge of community cultural development processes and consultation skills.
- Demonstrated ability to operate with a high degree of flexibility in a changing environment.
- A flexible non-judgemental approach to working with people.
- The ability to plan, acquire and set up equipment for events and projects within a set timeframe.
- Knowledge of public art acquisition, development, implementation and maintenance.

MANAGEMENT SKILLS

- Ability to manage own time, set priorities and plan and organise one’s own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Ability to work independently.
- Ability to co-ordinate efficient and contemporary event management systems and procedures.
- Ability to supervise contracted project artists and casual staff, requiring an understanding and ability to implement personnel practices including equal employment opportunity, occupational health and safety and training and development.

INTERPERSONAL SKILLS

- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to develop positive working relationships with diverse stakeholders including internal council staff and the wider community.
- Ability to provide specialist consultancy services in event management to a wide range of internal staff and the general public.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees within council to resolve intra-organisational problems.
- Well-developed attention to detail using appropriate checking processes to ensure information is recorded accurately.
- Ability to effectively represent council at relevant forums if required (e.g. in the media)
- Ability to prepare correspondence and reports within field of expertise including event management templates for internal and external use e.g. critical path, budget, community ROMP.
- Written communication skills with the ability to review, update and complete internal documents, processes and correspondence.
INFORMATION TECHNOLOGY SKILLS

Information technology skills commensurate with the level of the position including being able to use a computer.

CUSTOMER CARE

Meet Council’s Customer Care expectations including:

- Being honest, ethical and professional;
- Being helpful and courteous;
- Listening with respect and understand the customer’s issues;
- Meeting commitments made;
- Keeping the customer informed;
- Ensuring that the customer clearly understands what is being said;
- Apologising if a mistake is made and attempt to make it right; and,
- Assisting customers with physical, sensory or intellectual disabilities, to achieve equitable access to our services.

EMERGENCY MANAGEMENT

As part of this role, the incumbent is expected to assist Wodonga Council in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

OCCUPATIONAL HEALTH AND SAFETY SKILLS

Wodonga City Council is committed to the highest level of health and safety and to ensuring effective risk management across all areas of Council. To contribute to upholding this commitment you must have the ability to (within your area of responsibility):

- Understand, comply with and ensure staff adherence to Occupational Health and Safety (OH&S) and risk systems of management;
- Ensure staff are provided with OH&S and risk information, instruction, training and supervision;
- Lead the identification, assessment, evaluation and monitoring of risks and hazards;
- Participate in incident or claims investigation and assist with their prompt resolution;
- Monitor and appraise the OH&S and risk performance; and
- Champion safe work behaviours and risk management principles.

QUALIFICATIONS AND EXPERIENCE

- Previous experience working in the area of arts and/or community cultural development and/or community cultural programs.
- Experience in coordinating event logistics and an understanding of regulations applying to events.
- Experience in sourcing funding for arts programs.

LICENCES AND MANDATORY REQUIREMENTS

- Current driver’s licence.
- Senior First Aid Certificate
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement).
- Victorian Working with Children Check (required to be supplied by the employee or prospective employee on commencement, and renewed as required)

EQUAL OPPORTUNITY STATEMENT

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy,
sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

INHERENT ROLE REQUIREMENTS

- Capacity to sit (static) for approximately two hours
- Capacity to alternate posture frequently from sitting to standing
- Capacity to climb up/down of stairs
- Capacity to reach between waist height and ground level on an occasional basis
- Lifting and carrying of loads approximately five kilograms from waist height on an occasional basis
- Hand grip and dexterity
- Capacity to drive for short periods of time
- Capacity to walk over even/uneven surface

KEY SELECTION CRITERIA

1. Previous experience working in the area of events, arts, and/or community development with work resulting in positive community involvement.
2. Ability to operate with a high degree of flexibility and creativity in a changing environment, along with well-developed self-management and administration skills.
3. Experience with researching and applying for grants and experience with report writing.
4. Ability to coordinate projects ensuring compliance with council processes and protocols including procurement, copyright, budgeting, marketing and risk management.
5. Demonstrated ability in developing successful partnerships and long term relationships.

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Staff member signature
Personal competency framework

Customer and Community Focus
- Develop and maintain productive relationships
- Effectively build rapport with internal and/or external customers
- Use community and customer feedback to improve services and relationships
- Continually strive to deliver the best services and outcomes for the resources available
- Have a ‘can do’ attitude
- Be friendly, co-operative & helpful
- Respond promptly to customer enquiries

Communication
- Express ideas / thoughts clearly and concisely
- Use language appropriate to audience
- Actively listen
- Give the person you’re with your full attention

Show Initiative
- Be a self-starter
- Be proactive
- Take productive action without being asked
- Continually pursue improvement opportunities
- Generate & develop new ideas and share them
- Be willing to question the way things are to find solutions
- Seek out best practice and learn from it
- Use different approaches to resolve issues/develop opportunities

Quality of Work
- Perform work to a high standard, complete within appropriate timeframes and undertake in an efficient manner
- Develop and / or use systems to check accuracy and completeness (e.g. checklists, flowcharts)
- Follow or establish procedures and/or processes
- Thoroughly review own work

Organisational skills and time management
- Effectively coordinate priorities
- Effectively manage resources and time
- Be flexible and adaptable to changing circumstances
- Have a ‘can do’ attitude
- Be friendly, co-operative & helpful
- Respond promptly to customer enquiries
- Exceed customer expectations wherever possible

Workplace Safety
- Observe safe work methods and practices
- Comply with OH&S policies & practices
- Keep immediate work area clean and tidy (office based staff only

Team Work
- Actively encourage a supportive team culture
- Encourage the sharing of information
- Give and receive feedback openly and look for improvement opportunities
- Take responsibility for team duties