



POSITION DESCRIPTION

POSITION TITLE:	Arts and Cultural Events Assistant
CLASSIFICATION:	Band 3
DIRECTORATE:	Community Services
BUSINESS UNIT:	Community and Culture
REPORTS TO (Position):	Arts and Culture Events Coordinator

Position Objective

Contribute to the quality of life within Bilby region through the management of the Arts and Cultural Program, in accordance with Council's strategic and cultural plans.

BSC Values

Employees of the Bilby Shire Council are recognised and rewarded on their contribution to Customer Service, commitment to Teamwork, display of Leadership and demonstration of Initiative.

KEY RESPONSIBILITIES AND DUTIES

Project Management

- Assist Arts and Culture Events Co-ordinator, to plan and implement the Arts and Culture Program in accordance with Council's strategic and cultural plans
- Assist with the preparation of promotional material for the Arts and Culture Program
- Liaise with community groups, performers and stall holders and other participants in Arts and Culture events
- Assist with onsite event work as directed
- Other duties as requested

Communication

- Liaise with relevant Council staff in other business units and divisions, including cross-divisional working parties, in the development and production of the Arts and Culture events
- Assist the Arts and Culture Events Co-ordinator as directed with the provision of information and professional advice to the local community on arts and culture projects, programs, services and resources

Administration

- Assist in the preparation of event documentation as required
- Assist in the day to day administration of the Arts and Culture Program (filing, memos, databases, external correspondence etc.)

Risk Management

Contribute to the effective protection of council in accordance with the Council's risk management policy and procedures.

Occupational Health and Safety

Contribute to a safe working environment by adherence to the Occupational Health and Safety Act 2004, regulations and Council Occupational Health and Safety procedures.

Customer Service

Provide excellent customer service to all internal and external customers.

ORGANISATIONAL RELATIONSHIPS

Position reports to: Arts and Culture Events Coordinator

Position deals with: **Internal:**
Work in close co-operation with Arts and Culture staff.
Business Unit Managers and staff on issues related to program delivery.
Other stakeholders relevant to program delivery.

External: Liaison with
Community groups
Arts and cultural organisations
Individual artists and performers
Councils
Funding bodies and sponsors

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The freedom to act is subject to cultural plans, policies and relevant legislation.

The incumbent will be required to adhere to organisational policy and will understand the goals and objectives of their role in relation to the goals and objectives of the organisation.

JUDGEMENT AND DECISION MAKING

The incumbent will be required to make decisions on areas of responsibility in line with organisational guidelines, policy and regulatory requirements.

Guidance and advice in relation to these matters is always available.

SPECIALIST KNOWLEDGE AND SKILLS

- Interest in developing and producing arts and cultural projects.
- An interest in arts and cultural events, in particular in arts such as literature, music and outdoor community festivals.
- Intermediate skills in Excel, Word and Microsoft Access or FileMaker Pro or other database software.

MANAGEMENT SKILLS

- Demonstrated ability to prioritise and plan work.
- Demonstrated interest in:
 - Marketing and public relations.
 - Smooth and safe running of outdoor events
 - Administrative procedures.

INTERPERSONAL SKILLS

- High level of written and oral communication skills
- Self motivated
- Demonstrated understanding of customer service principals.

QUALIFICATIONS AND EXPERIENCE

- Interest, part-completion or completion in a Tertiary qualification in Arts Management or related area and / or relevant experience.

KEY SELECTION CRITERIA

- Interest, part-completion or completion in a Tertiary qualification in Arts Management or related area and / or relevant experience.
- Demonstrated ability to prioritise and plan work.
- High level of interpersonal skills
- An interest in arts and cultural events, in particular in arts such as literature, music and outdoor community festivals.
- Intermediate skills in Excel, Word and Microsoft Access or FileMaker Pro or other database software.