



BACKGROUND INFORMATION

ABOUT MURRAY ARTS

Murray Arts is the Regional Arts Development Organisation (RADO) in the Border and North East Region and services six local government areas across New South Wales and Victoria.

Murray Arts is one of 14 Regional Arts Boards in NSW and is also part of the Regional Arts Victoria Cultural Network. Murray Arts services the regions of AlburyCity, Greater Hume and Federation Shires in NSW and City of Wodonga, Indigo and Towong Shires in North East Victoria.

Murray Arts is a not-for-profit organization, governed by a board and is primarily funded through the NSW State government via Create NSW and via our local government funding partners.

Murray Arts works directly with individuals, artists, communities and local government to help them develop the arts and cultural life of their communities.

Aboriginal Arts Development is a key priority for Murray Arts. In 2016 Murray Arts launched a social enterprise business model and established **burraja gallery**, the regions only dedicated local Aboriginal Art Gallery, in the shop front at the Murray Arts Gateway Village Office.

At Murray Arts we value:

- Artistic endeavour, creativity and integrity.
- The arts as a medium to challenge us and explore our humanity.
- The opportunity to participate and express ourselves.
- Community wellbeing through the arts.
- The ability of the arts to connect us.

The Murray Arts Strategic Plan 2015-2018 has identified the following key strategic priorities:

- Information and Communication
- Forging Strong Partnerships
- Building Community Capacity
- Strategic Project Delivery
- A Sustainable Organisation



POSITION DESCRIPTION

ABORIGINAL ARTS OFFICER

Part-time Salary: \$32,561.10 pa (actual)

Plus 9.5% superannuation, 4 weeks annual leave (pro rata), leave loading, access to a shared motor vehicle for work related purposes.

Performance review is on a yearly basis reviewed on funding and performance.

REPORTS TO:

Murray Arts Executive Director

HOURS OF DUTY:

22.5 Hours/per week (3 days)

LOCATION:

Murray Arts Office, Gateway Island Wodonga

SUMMARY OF THE POSITION:

Murray Arts is seeking applications for the position of Aboriginal Arts Officer. The Aboriginal Arts officer will be responsible for Aboriginal Arts Development across the Murray Arts footprint, a key priority area which supports Aboriginal arts and cultural development, in all its different expressions and art forms. The Aboriginal Arts Officer's position is funded by a joint ILA grant with RANSW for a further 12 months and Murray Arts has a commitment to ensuring that this position will be ongoing in the future.

The Aboriginal Arts Officer will support the existing Aboriginal Artist Network (AAN) and will build and develop the work already undertaken by Murray Arts in this area. An initial one-year contract is being offered for this position with a three-month probationary period. The Aboriginal Arts Officer will be linked into the Regional Arts NSW Aboriginal Arts Officers Network and will be supported and encouraged to attend meetings and undertake professional development opportunities.



MAIN DUTIES INCLUDE:

- Develop a business plan for burraja gallery - Aboriginal Artists social enterprise and champion Aboriginal Arts Development around the region
- Support and extend the reach of the Aboriginal Artist Network (AAN), chair meetings, organise skills based and professional development workshops and maintain the database
- Coordinate the NAIDOC Week program of events
- Support burraja gallery, the Aboriginal Arts curator, the Murray Arts Aboriginal school-based trainee and local Aboriginal artists
- Seek funding for Aboriginal Arts projects as identified in the Murray Arts Strategic Plan

We are currently hiring an Aboriginal Arts Curator - Emerging which is also a part-time position. If you feel you are qualified, passionate and enthusiastic enough to take on both roles than we are open to combining the roles into one full-time position for the right applicant. Please get in touch with our Executive Director Alyce Fisher, if you are interested in applying for both roles. The salary for the combined position will be \$55,000 pa, 38 hours per week, plus 9.5% superannuation, 4 weeks annual leave, leave loading and access to a shared motor vehicle for work related purposes. Performance review is on a yearly basis reviewed on funding and performance.

KEY SELECTION CRITERIA

ESSENTIAL CRITERIA NEEDS TO BE ADDRESSED IN A WRITTEN APPLICATION

- This position is for Aboriginal persons only ¹.
- Experience working with Aboriginal and Torres Strait Islander people and their communities in the development of arts and/or cultural activities
- An interest in the arts industry or an arts-related environment



- Competent oral and written communication skills, including competence in the Microsoft Office suite of applications
- Proven ability to build rapport and maintain networks
- Experience working with volunteers, volunteer based or community based organisations
- A current driver's license and the capacity to travel
- Working with Children Check (VIC & NSW) or willingness to obtain
- Ability and willingness to work outside normal office hours
- Work well in a small team environment and be able to work autonomously

DESIRABLE CRITERIA

- Understanding of the issues affecting arts and cultural development in a regional context
- Experience working with artists and in the creative industry
- An understanding of community
- Knowledge of the Murray Arts Region and/or surrounding local government areas.
- Project management implementation, progress, monitoring and reporting
- Willingness to speak and present publicly.

KEY RESPONSIBILITIES

- Oversee Murray Arts Aboriginal arts projects as they arise
- Assist artists and communities to produce high quality artworks through various mediums and materials, professional development opportunities and facilitate workshops where appropriate
- Support and further extend the reach of the Aboriginal Artist Network (AAN) and database
- Support burraja gallery and Aboriginal artists by developing and maintaining artist statements and contracts
- Manage and identify potential funding sources and prepare applications for funding
- Assist with reporting requirements for funding partners and grant acquittals
- Work closely with the Aboriginal Arts Curator, Aboriginal school-based Trainee and members of the Murray Arts team



ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Executive Director of Murray Arts

To apply, please forward:

- A covering letter on one page
- Current Curriculum Vitae CV no more than 3 pages, including 3 Referees
- A document addressing the Essential Criteria or a short video addressing the Essential Criteria – no more than 5minutes in length - please contact Murray Arts for support if needed.

Applications close: 5pm Friday 8 September 2017

Applications must be received by email, post or hand delivered and addressed to:

Alyce Fisher, Executive Director

Email: afisher@murrayarts.org.au

Hand delivered: Murray Arts 44-46 Lincoln Causeway

Gateway Island Wodonga VIC 3690 Open during business hours.

Post: PO Box 7142 Albury NSW 2640

If this sounds like you...or if you need help putting together an application, please contact us at

Murray Arts. Murray Arts: <http://www.murrayarts.org.au/> P:(02) 6021 5034 E: info@murrayarts.org.au

1. This position is for Aboriginal persons only, as an affirmative measure under section 8 (1) of the Racial Discrimination Act 1975 and section 14(d) of the NSW Anti-Discrimination Act 1997.