



REGIONAL AREA MANAGER – CREATIVE WORKERS IN SCHOOLS POSITION DESCRIPTION AND HOW TO APPLY

Primary location	There are five Area Manager positions available. Two of these will be appointed in metropolitan Melbourne, and one each in Eastern, Western and Northern Victoria. Applications can come from any of these areas. Consistent with the Working for Victoria Guidelines, this role is open to Victorian workers impacted or displaced by the coronavirus (COVID-19) pandemic.
Reporting to	Statewide Program Manager – Creative Workers in Schools.
Working with	Creative Workers in Schools artists and project support team; Regional Arts Victoria staff located in Melbourne and across Victoria; external suppliers.
Position type	Full-time, fixed-term contract with a three-month probation period.
Salary details	\$73,112 per annum + 9.5% superannuation + 17.5% holiday leave loading.
Employment period	From Thursday 21 January 2021 to Wednesday 24 November 2021.
Interviews	Online on Thursday 7 or Friday 8 January 2021.
Applications close	12:00pm (noon) Tuesday 5 January 2021.
How to apply	Applicants must follow the Application Process outlined below. Indigenous Australians, people from culturally diverse communities, and people with a disability, are strongly encouraged to apply. For further guidance, please refer to our online resource, How to apply for a job in the arts: http://www.rav.net.au/about/how-to-apply-for-a-job-in-the-arts/

ABOUT THE ROLE

The Regional Area Managers for the Creative Workers in Schools initiative will support local creative workers and schools in a defined region to develop and deliver their residency projects. This will include managing local creative workers, coordinating training and professional development opportunities for creative workers and schools, assisting in the development and delivery of the program, dealing with stakeholder enquiries, managing reporting, and ensuring the program meets the needs of local schools across Terms 1, 2 and 3, 2021.

POSITION DESCRIPTION

Project delivery

- In collaboration with the Statewide Program Manager, manage the delivery of the creative workers in schools initiative for local schools and artists, including supporting creative workers and partnered schools to develop their projects, project delivery, budget advice, documentation and communications, evaluation and review of the program
- Work with local creative workers on identifying and scheduling relevant training and professional development needs
- In collaboration with the Statewide Program Manager, develop and deliver selection processes for creative workers, mentors, schools and other beneficiaries of the program

- In collaboration with the Statewide Program Manager, manage relationships between schools, creative workers and Regional Arts Victoria in the local area

Creative management

- Working with the Human Resource Manager, supervise, support and actively develop the local creative workers in schools, including workplan development and review and performance development; and monitoring compliance with the Employment Policy
- Working with the Human Resource Manager, ensure staff are working to workplans that align with the project plan
- Work on mentor matching process and develop and coordinate mentor plans for local creative workers
- Working with the Statewide Program Manager, develop training and development programs for local staff employed in the project
- Working with the Human Resource Manager, ensure contracting processes adequately reflect needs of staff employed on the program locally

Administration

- Manage data entry and maintenance for projects in the local area, including maintaining an up to date contact database
- In collaboration with creative workers and schools, assist in development and documentation of project plans
- Manage and track individual project budgets including costs for project materials, Casual Relief Teachers and travel and accommodation

Communications

- Working with the Communications Coordinator and Statewide Program Manager, assist in delivering the communications strategy for local projects

Reporting

- Assist in the evaluation and reporting for the project within Regional Arts Victoria and to funding partners. Ensure documentation, evaluation and reporting requirements are met for each project within the local area
- Contribute actively to organisational strategic planning and reporting

Shared responsibilities

- Maintain an engaged, authoritative and inspirational voice as a public advocate for the arts and for Regional Arts Victoria
- Contribute to partnerships and funding relationships with diligence and care
- Contribute actively to an organisational culture of inspiration, collaboration and safe working
- Maintain strong and productive relationships with other cultural organisations at a state-wide level in order to support Regional Arts Victoria's role as a leadership organisation

Supporting the achievement of Regional Arts Victoria's strategic objectives

- Participate in organisational planning and the promotion of organisational values and contribute to Regional Arts Victoria planning and development through evaluation of projects/programs and provision of advice to senior management

- Maintain strong community connectedness between Regional Arts Victoria, its programs and the local community

KEY SELECTION CRITERIA

1. Experience managing creative projects within a school or community setting
2. Experience managing staff and managing relationships with various stakeholders
3. Experience or understanding of integrating creative projects within the Victorian curriculum
4. Excellent communication and presentation skills, including professional writing
5. Developed planning and time management skills, with the ability to work independently, adhere to processes and take direction as required
6. Excellent computer literacy and confidence in learning and managing new online programs and systems
7. Empathy with the goals and philosophy of Regional Arts Victoria

APPLICATION PROCESS

All applications for Creative Workers in Schools positions must be processed through the Working for Victoria platform for people seeking employment.

1. Learn more about the opportunity by:

- Reading the position description for role information (and any other supporting information at rav.net.au/creative-workers-in-schools)
- Exploring the Working for Victoria website for initiative information ([link here](#))
- Contacting Regional Arts Victoria Arts & Education Manager Pippin Davies at pdavies@rav.net.au or 0427 211 123

2. Register for the Working for Victoria Online Jobs Platform by:

- Registering to apply and completing your basic information (guides, including multi-lingual information, available [here](#))
- Strengthen your profile ([tips here](#))
- When applying for a Creative Workers in Schools Opportunity, the "Tell us about yourself" section is where you can provide any further information about your relevant experience. **We strongly recommend providing online links to any material which might assist us to assess your previous work.** Please include at a minimum brief bio in this section
- In your profile, confirm your Job Preferences location is correct and you have stated the distance you are willing to travel for work. You will only see Creative Workers in Schools roles in your specified area
- Note that it may take a few days for the registration process to be completed. We strongly recommend you complete this early

3. Apply for the CWS roles by:

- Finding the roles near you. You can achieve this by:
 - Filtering for **Arts and Recreation Services / Education and Training / Administrative and Support Services**
 - Sorting by Company name (Regional Arts Victoria)
 - Scanning for "Regional Arts Victoria Creative Workers in Schools – Regional Area Manager"
- Selecting the role, clicking "Apply" and completing the application questions. You will receive a confirmation message when you submit

- **You cannot save your application to return to later.** We recommend you draft your responses using the key selection criteria in this application document
4. **Receive communications** regarding your application
 - Shortlisted applicants will be contacted by Regional Arts Victoria for more information, and/or to participate in an online interview
 - Unsuccessful candidates will receive an email notifying them of their application outcome
 5. **Commence** your role
 - Successful applicants will receive notification of a successful outcome by Regional Arts Victoria following the interview process

ABOUT REGIONAL ARTS VICTORIA

Regional Arts Victoria inspires art across the state. Through partnerships, programming and projects, we develop creative practice all over Victoria. Regional Arts Victoria is an independent, not-for-profit, membership-based organisation working in long-term partnerships with every level of government, fostering contemporary and innovative regional cultural practice across five decades. For more visit www.rav.net.au.