

STATEWIDE PROGRAM MANAGER – CREATIVE WORKERS IN SCHOOLS
POSITION DESCRIPTION AND HOW TO APPLY

Primary location	This position can be filled by applicants from anywhere in Victoria. 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	Program Manager, Arts & Education.
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	\$81,016 per annum + 9.5% superannuation + 17.5% holiday leave loading.
Employment period	From Tuesday 5 January 2021 to Friday 25 February, 2022.
Interviews	Online on Thursday 17 December 2020.
Applications close	12:00pm (noon) Monday 14 December, 2020.
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 Statewide Program Manager for the Creative Workers in Schools (CWS) initiative will oversee the delivery of 150 creative residencies in schools across Victoria. This will include selecting, matching and supporting creatives across the State to devise and deliver residency programs that meet the needs of schools across Term 1, 2 and 3 in 2021. This role can be based anywhere in Victoria.

POSITION DESCRIPTION

Project development

- In collaboration with the Program Manager, Arts & Education; & CEO, contribute to the design and development of the creatives in schools initiative, including areas of partnership selection/project curation and supporting development of projects over the initiative

Project delivery

- In collaboration with the Program Manager, Arts & Education; & CEO, manage the delivery of the creatives in schools initiative, including development, delivery, budgets, documentation and communications, evaluation and review of the program
- In collaboration with the Program Manager, Arts & Education; & CEO, develop and deliver selection processes for artists, mentors, schools and other beneficiaries of the program
- In collaboration with the Program Manager, Arts & Education, oversee the relationships between schools, government partners, creatives and Regional Arts Victoria

Staff management

- Working with the Human Resource Manager, supervise, support and actively develop the regional project coordinators and mentors for the creatives in schools initiative, including workplan development and review and performance development; and monitoring compliance with the Employment Policy
- Manage high level scheduling of project coordinators & mentors and maintain consistent communications and support throughout the team
- Working with the Human Resource Manager, ensure staff are working to workplans that align with the project plan
- In collaboration with the Program Manager, Arts & Education, develop training and development programs for staff employed in the project
- Working with the Human Resource Manager, ensure contracting processes adequately reflect needs of staff employed on the program
- Working with the Human Resource Manager, ensure all CWS staff retain valid Victorian Working with Checks and adhere to relevant policies and procedures relating to working with children and young people

Reporting

- Evaluate, report and acquit the creatives in school project within Regional Arts Victoria and to funding partners
- 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 working in education settings
2. Demonstrated experience delivering significant projects in the arts or not-for-profit sectors
3. Developed planning and time management skills, with the ability to work independently, adhere to processes and take direction as required
4. Experience managing staff and/or volunteers
5. Excellent computer literacy and confidence in learning and managing new online programs and systems
6. Advanced professional writing skills including electronic communications and acquittal reports

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 – Statewide Program 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.