

Manager, North West, Regional Partnerships

POSITION DESCRIPTION & HOW TO APPLY

This role has been Identified as a role which is open to applicants who have in-depth knowledge, skill and understanding of First Nations communities in Victoria's North West. First Nations people are strongly encouraged to apply.

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| Primary location | <p>Regional Arts Victoria staff are located across Victoria from as far as Wadi Wadi to Krowathunkooloong, and back to Dhauwurd Wurrung Country. We strongly encourage applicants from regional Victoria to apply.</p> <p>You should be based in North-West Victoria in the Swan Hill region. You will, however, be required to travel throughout the region and occasionally to Melbourne and other areas of regional Victoria from time to time.</p> |
| Reporting to | Regional Partnerships, Senior Manager (RAV) and working closely with Swan Hill Rural City Council's (SHRCC) Director Community & Cultural Services and other staff |
| Direct Reports | None |
| Working with | Swan Hill Rural City Council Cultural Team, Regional Arts Victoria staff located in Melbourne and across Victoria. |
| Position type | <p>This is a full-time role; fixed contract to December 2025 with a three-month probation period.</p> <p>Job Share applications will also be considered.</p> |
| Salary details | <ul style="list-style-type: none"> • \$77,500 • 10.5% Superannuation (11% from 1 July 2023) • 17.5% holiday leave loading • Mobile Phone and monthly phone allowance, currently set at \$40/month. • Laptop device |
| Employment Benefits | <ul style="list-style-type: none"> • Warm and welcoming team culture • Flexible Working Arrangements • Professional development opportunities • Confidential access to Employee Assistance Program • Salary Sacrifice can be negotiated. • A values-driven organisation that puts people first. • Job-share may be considered. • Work from home or own office (note that Regional Arts Victoria does not have an office base) or offices embedded with conducive Swan Hill Rural City Council creative services |
| Applications open | Now |
| Applications close | Sunday, 30 April 2023, Midnight. |
| Interviews | Week commencing 8 May 2023 - Online or in person |
| Notification | Friday, 12 May 2023 |
| Start Date | Negotiable but ideally by mid-June 2023 |

REGIONAL ARTS VICTORIA, SWAN HILL RURAL CITY COUNCIL & VICTORIA'S NORTH-WEST

Regional Arts Victoria is the peak body for regional artists and arts organisations across Victoria. As an independent, not-for-profit, membership-based organisation, we foster contemporary and innovative cultural practice across regional Victoria through long-term partnerships with artists, venues and across multiple portfolios and levels of government.

Regional Arts Victoria has inspired art across the state for more than five decades. Through creative facilitation, touring, education, specialised resources, artistic projects and advocacy, we develop and sustain creative communities and artistic practice all over Victoria. For more about us, visit www.rav.net.au.

Victoria's North-West is a diverse region on Wamba Wamba, Barapa Barapa, Wadi Wadi, Tati Tati and Latji Latji Country where other First Nations people from all over Australia also make their home. The region boasts a considerable number of individual creative people and organisations.

POSITION DESCRIPTION

The role (Manager, North West Regional Partnerships) works with Swan Hill Rural City Council to create opportunities for the region's artists and represent them to the rest of Victoria and beyond. The successful applicant will contribute to the development and delivery of a connected, informed and meaningful program of creative/artist engagement, which cements partnership between Regional Arts Victoria (RAV) and Swan Hill Rural City Council (SHRCC).

First Nations first

- Work with RAV and SHRCC staff to establish a First Nations' reference group for RAV that is drawn from First Nations artists based across Victoria. Lead this group (which will be resourced) to devise a strategy which identifies ways in which RAV and SHRCC can support the area's First Nations' creative communities

Strategic thinking and planning

- Work closely with the SHRCC Cultural Team and RAV to identify opportunities for the partnership to pursue in future.
- Liaise between RAV and SHRCC including communication of opportunities and needs in North-West Victoria's communities to ensure that RAV and SHRCC are responsive to diverse communities.
- Map the region's existing cultural organisations, activities and services.

Development of sustainable cultural activity

- Design project goals for the Partnership Manager's work in consultation with SHRCC for delivery in 2023-24
- Create and support networking opportunities for members, regional artists and other volunteer and professional cultural workers to increase opportunities for interaction between regional arts communities and other community sectors.
- Provide information and advice on project management approaches, cultural development models and professional practice for artists (e.g. artist's contracts, insurance, event management manuals, financial administration, funding information etc.).

- Provide advice to community organisations; identifying gaps and areas for improvement in program development, marketing and promotion, delivery and research/evaluation.
- Work in close partnership with industry and government stakeholders to provide leadership to local organisations by identifying opportunities for community to be engaged in the design and implementation of arts and cultural programs and projects.
- Integrate with and complement local government cultural and community development workers to establish cohesive mechanisms for arts and cultural development in regional communities.
- Initiate and participate in community planning processes and contribute to local strategic planning in relation to cultural development.

Local delivery of resources, training and funding

- Coordinate local delivery of project initiatives administered by RAV and disseminate and discuss information on regional, state-wide and interstate cultural projects, networks and initiatives with RAV affiliates, artists, local government and interested organisations.
- Provide funding advice and support to regional organisations and individuals. This includes identifying appropriate funding sources, assisting with the seeking of further information, and promoting the Regional Arts Fund and other funding programs administered by RAV.
- Advise RAV on gaps for delivery of skills development opportunities.

Development of creative opportunities

- Provide advice to RAV, SHRCC and local organisations on current projects, including:
 - The ACRE Project
 - Fairfax Youth Initiative
 - Robinvale initiatives
 - Go North Festival
 - Harmony Day events
 - Creative Mallee-Murray
 - Arts Mildura's Regional Arts Fund Renewal project 'Borders'
 - Other projects and opportunities that arise and are deemed relevant to and supportive of the partnership with SHRCC and RAV's strategic plan
- Support and encourage the effective promotion and marketing of cultural initiatives within the region and beyond through local/regional media, networks and other communication channels. This includes feeding content to RAV and SHRCC – maintaining an online presence via social media (Facebook, Insta) and e-newsletters.
- Promote the role and recognition of creative initiatives through providing professional development information and resources to artists and community groups wishing to employ artists.

On-the-ground support and advice to other program areas

- Provide local awareness and promotion for RAV's touring, education and membership programs and initiatives as may be required.
- Provide written reports via the Director, Strategic Initiatives and Board that accurately reflect local issues of interest or concern.
- Represent RAV at forums, meetings and conferences at a regional level.

Supporting the achievement of Regional Arts Victoria's strategic objectives

- Participate in organisational planning including weekly team meetings with other regional partnership managers and the promotion of organisational values and contribute to RAV planning and development through evaluation of projects/programs and provision of advice to senior management.
- Maintain strong community connectedness between RAV, its programs and the community.
- Support the development and maintenance of RAV membership and promote this to individuals and groups.
- From time-to-time, oversee the delivery of local programs or projects which RAV is contracted to deliver in a service-provision capacity.

SELECTION CRITERIA

- Lived experience and high-level knowledge and understanding of First Nations people and communities in Victoria.
- Experience in strategic planning as a leader or participant
- Demonstrated experience working with creative people and organisations.
- Proven capacity to work independently and unsupervised, including the ability to manage your time, analyse and solve problems, and exercise initiative, judgement and discretion.
- Project management experience including management of budgets, schedules, travel and resources.
- Excellent verbal and written communication skills
- Highly developed interpersonal skills and demonstrated ability to communicate, consult and negotiate effectively with internal and external stakeholders.

HOW TO APPLY

First Nations people, people from culturally diverse and/or LGBTQI communities, people of all ages and people with a lived experience of disability, are strongly encouraged to apply.

1. If after reading through this document and visiting our website, you have further questions about the role, please email Malcolm Sanders, Regional Partnership, Senior Manager on MSanders@rav.net.au with the Subject heading "Recruitment enquiry – NW Partnership Manager – Your Name "
2. Your application must consist of a covering letter responding to the key selection criteria (maximum 2 pages of text), a brief CV and the names and contact details of 3 professional referees. Please keep in mind that if you don't address the selection criteria or follow the application process, we won't be able to assess your application.
3. Applications (by email only) should be sent to Angela Pamic, Human Resources Manager, hr3@rav.net.au. Please email as a single PDF with your name and the position title as the document's name. Eg RAV – NW Partnership Manager – Your Name
4. Please contact Angela on apamic@rav.net.au or 0460 845 709 if you require alternative access application methods or assistance with submitting your application.
5. Shortlisting will take place quickly after close of applications at Midnight, 30 April 2023. To be fair to all applicants, no late applications will be accepted.
6. While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally, and we appreciate your patience in not contacting us during this time.
7. Interviews will take place in the week commencing 8 May 2023. If you already know that you are unavailable in this week, please mention this in your covering letter.
8. The start date is negotiable for this role but would ideally be by mid-June 2023 to allow for a hand-over period.

RAV is a Child Safe Organisation.

Regional Arts Victoria is committed to the safety of children and young people who participate in our programs as audience members, participants, and creators. All children and young people, regardless of their gender, race, ethnicity, culture, religious beliefs, age, disability, sexual orientation, family or social background, have the right to feel safe and protected from abuse. RAV has a zero tolerance for child abuse.