

Manager, Making Change

POSITION DESCRIPTION & HOW TO APPLY

THE ROLE

The G21 region's first Creative Industries Strategy 'Making Change' launched in October of 2021 and refreshed in January of 2023, and was developed in a unique collaboration of local arts and member organisations, with Geelong Arts Centre central to the plan development and delivery. Regional Arts Victoria will be working with the G21 Making Change Taskforce to deliver the strategic priorities identified for 2023 and 2024.

The Making Change Manager will be engaged by Regional Arts Victoria to specifically work on the Making Change strategy.

REGIONAL ARTS VICTORIA, MAKING CHANGE & THE G21 REGION

The G21 region consists of the City of Greater Geelong, Colac Otway Shire, Golden Plains Shire, Surf Coast Shire and the Borough of Queenscliff. It is located on the lands of the Wadawurrung and Eastern Maar Peoples.

The G21 region's first Creative industries Strategy ("Making Change") provides a five-year framework for the region's growing creative industries sector and includes focus on industry and skills development, digital access and increased cultural tourism. The Creative Industries Strategy for the G21 region 2021-26 can be found [here](#).

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.

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.

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.

Manager, Making Change

Role	Manager, Making Change
Primary location	<p>Regional Arts Victoria staff work remotely and are located across Victoria from as far as Wadi Wadi to Krowathunkooloong, and back to Dhauwurd Wurrung Country.</p> <p>You should be based in one of the following local government areas: City of Greater Geelong, Surf Coast, Golden Plains, Queenscliff or Colac Otway. You will, however, be required to travel throughout the region and occasionally to Melbourne and other areas of regional Victoria.</p>
Reporting to	Regional Arts Victoria's Director, Strategic Initiatives
Direct Reports	None
Working with	Nominated staff from Geelong Arts Centre, Regional Arts Victoria's CEO and other Regional Arts Victoria staff members, external consultant Future Tense, members of the Making Change Task Force and creative communities across the G21 Region.
Position type	This is a 0.8 FTE role; fixed contract to 31 March 2025, with a three-month probation period.
Salary details	<ul style="list-style-type: none"> • \$77,500 (Pro Rata at 0.8 FTE - \$62,000) • 10.5% Superannuation (11% from 1 July 2023) • 17.5% holiday leave loading • Monthly phone allowance, currently set at \$40/month. • Mobile Phone/Sim card • Laptop computer
Employment Benefits	<ul style="list-style-type: none"> • Warm and welcoming team cultures at Regional Arts Victoria, the Making Change Taskforces and Geelong Arts Centre. • Flexible Working Arrangements. • Professional development opportunities. • Confidential access to Employee Assistance Program. • A values-driven organisation that puts people first. • Work from home, own office or office space provided by Geelong Arts Centre in its co-working space: Creative Engine, located at 81 Ryrie St, Geelong. (Note that Regional Arts Victoria no longer has an office base)
Applications open	Now
Applications close	Sunday, 14 May 2023 (midnight)
Interviews	Thursday, 18 May 2023 - Online
Notification	By Monday, 22 May 2023
Start Date	Negotiable but ideally week beginning Monday, 19 June 2023

POSITION DESCRIPTION

The Making Change Manager will foster a culture of collaboration and aspiration, to deliver the initial two years of Making Change. They will contribute to:

- growing creative practice connected to place through formal training, peer networks and life-long learning.
- nurturing participation and engagement in the arts and creative industries; and
- enable the development of bold and innovative products, experiences, and services across the region.

Governance

- Work with Regional Arts Victoria and the Task Force to design and implement an accountable and influential governance framework that will help realise the goals and actions of the Strategy.
- Lead establishment of a partnership with the Wadawurrung and Eastern Maar Peoples to give voice to local heritage and cultural opportunity.
- Refine and manage a two-year budget for Task Force approval.

Sector mapping and development

Working with the Task Force, Regional Arts Victoria, and external advisors:

- Map professional development gaps and opportunities in the G21 region including offerings of the region's creative spaces and cultural institutions.
- Craft and deliver professional development in response to the mapping.
- Convene two summits gathering G21 creative industries participants in learning and information exchange.

Funding and partnerships

Working with the Task Force, Regional Arts Victoria and external advisors:

- monitor relevant local, state, and national policy development and other partnership opportunities.
- Identify opportunities for collaboration and supporting the region in securing investment and partnerships, including funding applications for further funding.
- Develop a new partnership model to enable the delivery of innovative programs that showcase the creative process regionally and nationally.

Marketing and Communications

Working with the Task Force, Regional Arts Victoria and external advisors

- Identify a marketing contractor for basic brand identity & website design.
- Manage build of Making Change website that offers an online guide to the Making Change Strategy
- Establish and manage social media channels promoting the Making Change Strategy, the work of the Task Force and the creative industries in the G21.
- Establish and deliver an annual calendar/directory the creative experiences and learning across the region.
- Lead communications with all partners and develop relationships in the region, including with Tourism Geelong & the Bellarine, and other regional Tourism Boards, to showcase the diversity of the Creative Industries and activity across the G21 region.

Administration and Leadership

- Lead administration of the Creative Industries Strategy office, including developing detailed budget projections and forecast expenditure for approval by the Task Force.
- Manage and report to the Task Force and Regional Arts Victoria against an agreed work plan and budget.
- Identify opportunities for the region e.g., in connection with the 2026 Commonwealth Games.

On-the-ground support and advice to G21 region creatives

- Advise and support individual artists and organisations on funding and other opportunities.
- Provide written reports that accurately reflect local issues of interest or concern.
- Represent the G21 and RAV at forums, meetings and conferences at a regional level.
- Contribute to G21 and RAV planning and development through evaluation of projects/programs and provision of advice to senior management.
- Maintain strong community connectedness between G21, RAV, its programs and the community.

SELECTION CRITERIA

- Experience in strategic planning as a leader or participant
- Demonstrated experience working with creative people and organisations in the G21 and broader Victorian context.
- Basic knowledge of website updates and social media communications
- Proven capacity to work independently, 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.
- Grant writing experience
- 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 Susie Lyons, Director, Strategic Initiatives at slyons@rav.net.au with the Subject heading "*Recruitment enquiry – Making Change 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 should be sent to Angela Pamic, Human Resources Manager, hr3@rav.net.au by midnight, Sunday 14 May. Please email as a single PDF with your name and the position title as the document's name. Eg *RAV – Making Change 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, 14 May 2023. 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. Online Interviews will take place on Thursday, 18 May 2023. If you already know that you are unavailable on that day, please mention this in your covering letter.
8. The Successful applicant will be notified by phone & email by Monday, 22 May 2023. Unsuccessful applicants will be notified via email in the same week.
9. Start date is negotiable but ideally in the week beginning Monday, 19 June 2023.