



CREATIVE LEADERS PROJECT COORDINATOR POSITION DESCRIPTION AND HOW TO APPLY

Primary location	South West Victoria (location to be determined in consultation with successful applicant, but will be within one of the local government areas of Corangamite; Glenelg; Moyne; Southern Grampians or Warrnambool)
Reporting to	South West Creative Arts Facilitator
Working with	Regional Arts Victoria staff located across Victoria; schools; local government partners; young creative leaders and external suppliers.
Position type	Part-time, two-days-per-week. 24-month fixed-term contract with a three month probation period.
Salary details	\$60,000 per annum pro-rata (\$24,000) + 9.5% superannuation + 17.5% holiday leave loading. The successful candidate will be provided with phone, travel and office allowances in accordance with remote working expectations. Successful candidates will be required to provide a Working with Children's check.
Employment period	From Monday 21 September 2020
Applications due	12:00pm (noon) Monday 17 August, 2020
How to apply	Applicants must follow the Application Process outlined below. First Peoples, 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 Creative Leaders project will support young people and schools in South West Victoria to devise and deliver creative projects for their peers in the local community with the support of mentors from their field. The Project Coordinator will be responsible for delivering the initiative with the support of the South West Creative Arts Facilitator.

POSITION DESCRIPTION

Project Management

- Support the South West Creative Arts Facilitator in the delivery of the two-year Creative Leaders program in South West Victoria, including planning, scheduling, contracting, recruitment, communications, logistics and reporting
- With oversight from the South West Creative Arts Facilitator, support young creative leaders to devise and deliver projects in their community
- Work with communications and evaluation staff to document and report on the project outcomes

Training and support

- Support young creative leaders with training sessions and regular meetings with their peers
- Identify relevant mentors for each young leader to help further their creative project management skills
- Assist young creative leaders to create relevant position descriptions for their roles to be passed down to future program participants

- Program additional training and capacity building opportunities for young creative leaders as required

Mentor support

- Contract and match relevant mentors for young creative leaders working on the program
- Provide logistics and communications support to mentors for their digital or in-person attendance at meetings with creative leaders

Shared responsibilities

- On-the-ground support and advice to the South West Creative Arts Facilitator
- Provide written reports via the South West Creative Arts Facilitator to the Executive Director and Board that accurately reflect local issues of interest or concern
- Identify and implement continuous improvement processes
- Contribute to a culture of safe working, collaboration and inspiration

KEY SELECTION CRITERIA

1. Strong planning and time management skills, with the ability to work independently
2. Experience delivering projects and events in the youth, arts or not-for-profit sectors (experience working in a regional context will be highly regarded)
3. Experience working with young people (12-25) on creative or training programs desirable
4. Experience in facilitation of group events and workshops
5. Excellent computer literacy including advanced skills and experience in learning and/or managing new online programs and systems
6. Diverse professional writing skills including electronic communications and reports
7. Empathy with the goals and philosophy of Regional Arts Victoria

APPLICATION PROCESS

1. When after reading through this document and visiting our website, you have further questions about the role, please call Joe Toohey, Executive Director (CEO) on 0407 511 438.
2. Your application must consist of a one-page covering letter, your statement against selection criteria, a brief CV, and the names and contact details of three professional referees – emailed as a single PDF with your name and the position title as the document's name. *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 jtoohey@rav.net.au by 12:00pm (noon) on Monday 17 August 2020.
4. After the close of applications at noon on Monday 17 August 2020, shortlisting will quickly take place, and to be fair to all applicants, no late applications will be accepted.
5. 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.
6. Interviews will take place on Wednesday 19 August online. If you already know that you are unavailable at this time, you must mention this in your covering letter.
7. This role has a start date of Monday, 21 September 2020. If you already know that you are unavailable for this start date, you must make mention of this in your covering letter, and propose an alternative start date.

ABOUT REGIONAL ARTS VICTORIA

Regional Arts Victoria is the peak body for regional artists and arts organisations in Victoria and the leading organisation for regional creative practice in Victoria. Through partnerships, programming and projects, we develop creative practice all over Victoria. For more visit www.rav.net.au.