

ORGANISATION PROFILE

Regional arts have the power to change lives.

Creative expression, active engagement and shared understanding are fundamental to vibrant and healthy communities. A sense of connection to place or group and the desire to explore our understanding and give voice to this connection are fundamental building blocks to well-being and happiness.

Established in 1994, Regional Arts WA is the State's only multi-arts organisation with a purely regional focus.

Our ongoing challenge is finding ways to coordinate resources and opportunities for as many regional communities and artists as possible – championing the world-class work already happening and helping to unearth and develop further work.

PURPOSE AND VISION

Regional Arts WA celebrates and strengthens a powerful regional arts sector to contribute to connected and creative regional communities.

VALUES

- TRUSTED** We are approachable, listen with respect and respond reliable and honestly. We strive for continuous improvement and accountability.
- BRAVE** We expect change and are a catalyst for positive adventure. We challenge disadvantage to make courageous, regions-first choices.
- CURIOS** We question everything we do for relevance: actively seeking diversity and innovation. We value unique experiences.
- INVOLVED** Relationships are fundamental. We are open with information, consult where possible, pursue partnerships and collaborate when relevant.

KEY STRATEGIES

- 1 Champion diversity and inclusiveness
- 2 Stimulate activity and investment across a broad range of arts practice, practitioners and participants
- 3 Advance understanding and application of the value of regional arts
- 4 Build existing strengths in skills and wellbeing
- 5 Coordinate a multitude of networks and relationships

POSITION PROFILE

Position Title	Network Assistant
Location	King Street Arts Centre, Perth
Hours of Employment	Full time – 37.5 hours per week
Salary Range	\$45,000 - \$55,000
Superannuation contribution	Minimum 10% of gross salary
Performance Assessment	Initial six months (June 2020), then annually
Reports to	Network Coordinator (NC)
Direct reporting staff	Nil
Position Profile last updated	December 2020

Specific terms and conditions of service are detailed in the formal and binding contract of employment signed by the Network Assistant and CEO of Regional Arts WA.

PURPOSE OF THE POSITION

The Network Assistant is a full-time position financed through Amplify income aligned with a time-limited Project Income Agreement. The position is based in Perth but may entail regional travel. The Network Assistant works closely with the Network Coordinator (NC) to coordinate a state-wide Network, deliver development opportunities and provide administrative support.

The position provides support to the Network and Investment programs to satisfy the key strategies of the organisation and achieve its long-term Goals:

- **Regional communities cherish regional creativity**
 - We support inclusivity in regional communities - where a diversity of voices, artforms and arts practitioners are valued.
 - We advocate for active local ownership over the development and stimulation of regional arts and cultural policy and programs.

- **Regional arts are in demand**
 - We support regional arts practitioners in the creation of vibrant, inspiring art.
 - We advocate for increased exposure and recognition of locally relevant, globally aspirational regional events and activities.

- **First Nations arts and cultures are embedded in our lives**
 - We support First Nations arts practitioners and communities to celebrate and connect all Western Australians with First Nations arts and culture.
 - We advocate for the importance of First Nations peoples' self-determination, cultural authority and leadership and champion the Uluru Statement From the Heart.

- **A thriving regional arts sector**
 - We support connected, well-governed and sustainable regional arts organisations contributing to a healthy arts ecology.
 - We advocate for the ongoing journey of young regional arts practitioners/leaders as the future of our sector.

The Network Assistant must be collaborative and self-motivated and have a passion for the regions as well as demonstrated relationship-building and administrative skills. They should demonstrate the desire to work well with the breadth of people working in and around Regional Arts WA, including the Board of Directors, the Management team, fellow staff, and the many regional people who initiate, coordinate and participate in Regional Arts WA activities.

Regional Arts WA strongly encourages people who identify as First Nations and/or culturally and linguistically diverse to apply.

FUNCTION OF THE POSITION

Assistants will be primarily responsible for the delivery of a suite of identified Activities according to four key agreed documents for each Activity - a Logic Framework, Budget, Timeline and Risk Management Plan.

As befits a more flexible and leadership-oriented organisation, each member of staff will also share administrative and communication duties alongside accountability for the delivery of their individual suite of Activities. Staff may also be asked to assist in the delivery of other Activities where appropriate (only after workload and skills consideration).

For the 12 months to December 2021, your identified suite of Activities are:

1. Promote organisation brand, managed Activities and celebrate regional arts sector
2. Contribute to timely reporting and contractual obligations to relevant stakeholders
3. Respond to administrative tasks and sector interactions efficiently and effectively
4. Contribute to sector leadership and positive organisational culture
5. Provide administrative and procedural assistance to the [Regional Arts Network](#) initiative
6. Assist the facilitation and management of the [Creative Leadership Program](#)
7. Provide administrative and procedural assistance to the [Investment programs](#)
8. Administer and maintain the Regional Arts Roundtable program

DELIVERABLES OF THE POSITION

The position will work closely with their supervisor in the development of four key documents for each Activity or Project to guide and measure success and deliverables:

- Outcomes measurement (for example the [Whitebox platform](#))
- Budget
- Timeline
- Risk Management Plan

As priorities shift and change in response to the regional arts sector's needs and individual workloads, the position will liaise with their supervisors to accept reallocations of their own resources and deliverables across their own and other's Activities.

PERFORMANCE APPRAISAL OF THE POSITION

1. Meets all assigned Activity Timeline critical milestones
2. Ensures the financial performance of each assigned Activity meets budget expectations
3. Enacts mitigation strategies to minimise identified risks for each assigned Activity
4. Delivers Outcomes as measured in assigned frameworks
5. Completes administrative tasks and sector interactions within two working days
6. Identifies and undertakes at least one relevant professional development opportunity annually
7. Maintains the confidence of the CEO and supervisor.
8. Develops and maintains a network of professional relationships with all stakeholders and the regional arts sector
9. Actively embraces and demonstrates the organisational Values
10. Ensures stakeholder reporting deadlines are met through Salesforce
11. Maintains and broadcasts our unique image, values and presence to share our success

SELECTION CRITERIA FOR THE POSITION

The applicant is to provide a current CV (two-page max.) and address the following criteria in a separate document with solid demonstration of the following:

- Capacity to effectively represent and promote the Regional Arts WA's Vision and Values through the position
- Well-developed interpersonal, communication and problem-solving skills
- Well-developed administrative skills, including strong computer skills including database programs
- Ability to manage time and to prioritise tasks to meet deadlines whilst maintaining strong attention to detail
- Ability to work in a team environment, with the capacity to work unsupervised and under pressure when required

The applicant should also address the following:

- General knowledge of and interest in regional Western Australia, culture and the arts, and/or community development
- Demonstrated understanding of marketing and branding processes
- A current C class licence

The following qualification/s will be highly regarded:

- Community & cultural development
- Arts management
- Arts at a tertiary level

Responses to the above selection criteria should be within two pages.