

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.

CURIOUS 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	Investment Coordinator (IC)
Location	King Street Arts Centre, Perth
Hours of Employment	Full time – 37.5 hours per week
Salary Range	\$72,000 - \$87,000
Superannuation contribution	Minimum 10% of gross salary
Performance Assessment	Initial three months (May 2021)
Reports to	Strengthen Manager
Direct reporting staff	Up to a maximum two Project Officers/Assistants
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 IC and CEO of Regional Arts WA.

PURPOSE OF THE POSITION

The Investment Coordinator is a time-limited, full-time position financed through support from the Regional Arts Fund Recovery Boost and the Department of Local Government, Sport and Cultural Industries' Recovery Boost. The position may require inter and intra state travel.

The Investment Coordinator manages key strategic programs from inception, through to evaluation and completion. They may lead a small team both flexible and responsive to the needs of the regional arts sector and to the Values of the organisation. This team and the Investment Coordinator deliver a suite of projects and activities 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 Investment Coordinator must be collaborative and self-motivated and have demonstrated relationship-building, planning and budgeting skills. They will be strategically focused, contribute to the leadership of the regional arts sector and have excellent interpersonal and communication skills.

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

FUNCTION OF THE POSITION

The Investment Coordinator will be responsible for the management of between one and two full-time Project Officers and/or Assistants and accountable for the management and delivery of these Officers' suite of Activities according to four key agreed documents for each Activity: a Logic Framework, Budget, Timeline and Risk Management Plan.

They will also be accountable for the delivery of their own suite of Activities. For the term of the contract (until end of December 2021), these are:

1. Promote managed Activities and celebrate regional arts sector
2. Ensure timely reporting and contractual obligations to relevant Activity stakeholders and the Board
3. Provide practical support to increase and diversify Program income sources
4. Respond to administrative tasks and sector interactions efficiently and effectively
5. Contribute to sector leadership and enhance organisational culture
6. Identify and prioritise own and reporting staff field trip programs to create relationships with diverse communities
7. Administer and deliver the Regional Arts Fund Boost Renewal investment program
8. Manage relationships with stakeholders for all Investment programs (including Healthway, The Federal Department and the Department of Local Government, Sport and Cultural Industries'
9. Administer and maintain the Regional Arts Sector Investment program
10. Oversee the administration and delivery of all Investment programs

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 and only after workload and skills consideration.

DELIVERABLES OF THE POSITION

Coordinators will lead their teams in the development of four key documents for each Activity or Project to guide and measure success and deliverables:

- Project Logic Framework (soon to be replaced by 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, Coordinators will work with their Teams and the CEO and Managers to allocate staff resources across their own and other's Teams.

PERFORMANCE APPRAISAL OF THE POSITION

1. Meets all assigned Activity Timeline critical milestones
2. Ensures the financial performance of each assigned Activity meets or exceeds 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 Manager, the CEO and Board of Directors
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. Leads each reporting staff in the meeting of all Team Activity Timeline critical milestones and Budget financial expectations.
11. Ensures all stakeholder reporting deadlines are met
12. Assists the CEO in the maintenance and development of the organisational brand and a positive internal culture

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:

- At least three years experience working in arts development, grant-making or related area
- A high degree, an understanding of activity planning and budgetary control skills
- Proven ability to secure funding from Government and non-Government sources
- Ability to develop innovative solutions addressing structural and operational barriers standing in the way of achieving project outcomes.
- Ability to select and apply appropriate management skills to lead a small team in a challenging and high-pressure work environment.
- Experience in culture and the arts, community development or related area
- An understanding and appreciation of the organisational Values
- An understanding of marketing and branding processes
- An understanding of the use of Program Logic Frameworks to measure outcomes and demonstrate success
- Demonstrate a capacity to effectively represent and promote the organisation and its vision

The following qualification/s will be highly regarded:

- Management
- Human resources
- Business
- Marketing
- Arts at a tertiary level