

## POSITION PROFILE

### PROFESSIONAL DEVELOPMENT COORDINATOR

#### 1. POSITION IDENTIFICATION

Position Title:	Professional Development Coordinator
Contract:	Eleven months
Hours:	0.3 pro rata
Salary:	\$55,000
Reports to:	General Manager
Last Updated:	December 2018

#### 2. FUNCTION OF THE POSITION

The Professional Development Coordinator, is responsible for the delivery of the 2019 Artsource Professional Development programme, *Business Acumen for Artists and ARI's*.

The post requires a strong understanding of the professional needs and issues facing contemporary visual artists and the specific aims of Artsource membership and partnership opportunities. It provides hands on delivery of dynamic events, predominantly at Old Customs House (OCH) in Fremantle.

The role requires close collaboration with artists and event partners as well as a high level of organisation and experience in maintaining timely and accurate project reporting.

#### 3. RESPONSIBILITIES

- 3.1 Develop and implement Professional Development programme introducing new ideas about commerce and the professional needs of visual artists.
- 3.2 Maximise the delivery of events at OCH.
- 3.3 Drive and coordinate projects in collaboration with partners such as organisational groups, sponsors, stakeholders and strategic partnerships.
- 3.4 Propose and apply for funding as opportunities arise.
- 3.5 Represent and promote the organisation, its goals and the interest of members and stakeholders at all relevant opportunities.
- 3.6 Identify and refer relevant artist news and opportunities, membership and advertising leads.
- 3.7 Provide reports and information for publications and reporting requirements.
- 3.8 Contribute to organisational planning and reporting, as required.

#### 4. PERSON SPECIFICATION (SELECTION CRITERIA)

##### Essential

- Tertiary qualifications in Arts Management and/or background in visual arts sector.
- Events management experience.
- Strong attention to detail and demonstrated methodical work practices.
- Natural team player with a positive, supportive, energetic and collaborative approach.
- Good written and verbal communication skills.

- Strong numerical skills.
- Computer skills: Microsoft Office applications, CRM, and Adobe.

**Desirable**

- Good knowledge and experience of WA artists and contemporary art practice.
- Demonstrated ability to develop, build and maintain strategic partnerships.
- Experience of working in the not-for-profit arts sector.
- Demonstrated commitment to arts industry education and development.

**7. RELATIONSHIPS**

- This position has contact with Artsource members and associates, Artsource Board members and external stakeholders.
- The position collaborates with individual artist members and studio caretakers.
- The position reports to the General Manager and supports other colleagues on a day-to-day basis.

## Selection Criteria

### **PROFESSIONAL DEVELOPMENT COORDINATOR**

- > Detail your relevant work experience for the following selection criteria:
  - o Tertiary qualifications in Arts Management and/or background in visual arts sector, and
  - o Events management experience.
- > Describe relevant skills and knowledge in relation to the position profile:
  - o Function of the position, and
  - o Responsibilities.

## Application Process

### **PROFESSIONAL DEVELOPMENT COORDINATOR**

- > Application to include:
  - o Cover letter in response to the selection criteria above (one page).
  - o Curriculum Vitae, with two referees.
- > Application due: 5pm Monday 7 January 2019
- > Interview: applicants must be available for interview on Friday 11 January 2019.
- > For further information and to apply for this role, please contact Sue-Lyn Aldrian via email at [suelyn@artsource.net.au](mailto:suelyn@artsource.net.au). Please note that the Artsource office reopens to the public from Monday 21 January 2019 and we are unable to respond to general in-person or telephone enquiries before this time.