



Position Description

Coordinator Programming and Curatorial

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

POSITION TITLE: Coordinator Programming and Curatorial

AWARD CLASSIFICATION: Band 8

DEPARTMENT: City Growth and Culture

DIVISION: City Growth and Organisational Capacity

DATE APPROVED: April 2021

APPROVED BY Manager, City Growth and Culture

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO: Head of Arts, Festivals and Events

SUPERVISES: Programming & Curatorial Lead, St Kilda Festival Lead, St Kilda Film Festival Director, First Peoples Events Officer, First Peoples Arts Officer, casual staff

INTERNAL LIAISONS: Staff at all levels of the organisation

EXTERNAL LIAISONS: Arts and cultural organisations and peak bodies, Festival partners and sponsors, government representatives, Statutory Authorities and consultants.

POSITION OBJECTIVES

- To build the capacity of the community to create, participate in and enjoy cultural and artistic activity in the city.
- To ensure programming and curatorial activity meets the stated objectives and criteria of Council including maximising economic impact to the Municipality
- To ensure programming and curatorial activity is of high standard and directly relevant to the community it is serving



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- To consolidate Port Phillip's reputation as a key cultural player in the Victorian arts and entertainment landscape

KEY RESPONSIBILITY AND DUTIES

- Oversee the St Kilda Festival Lead, St Kilda Film Festival Director and Indigenous Arts Officers in delivering high quality, relevant and targeted Festivals
- Manage a range of cultural services across the City of Port Phillip including the visual arts and heritage services
- Ensure visual art and heritage activities maximise opportunities to interact with the community and that value is created and maintained
- Provide an audience lens for all activity in ensuring it meets expectations and serves its audience
- Lead the development, implementation and review of organisational plans, policies and strategies and ensure their integration with Council policies and strategies.
- Identify and analyse and provide expert advice on industry issues and trends affecting relevant programs, partners, the community and Council.
- Manage projects, staff and budgets resources within the scope of the position.
- Contribute to cross-Council initiatives, projects and working groups.
- Provide leadership to Programming and Curatorial staff to ensure effective planning and delivery of Council's services and priorities

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for effective leadership and management of staff to achieve organisational goals
- Responsible for providing strategic analysis and advice on the local, State and Commonwealth arts and cultural environment.
- Responsible for the development of policy and strategies to address changing and newly emerging needs in the community.
- Capacity to liaise effectively with Councillors and senior management and relevant Council Committees.
- Responsible for the selection, recruitment and management of staff, volunteers and consultants.
- Accountable for setting expectations, modelling behaviours and supporting staff to achieve their individual responsibilities.



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- Responsible for the delivery of projects and services to a high standard, on time and within budget.

JUDGMENT AND DECISION MAKING

- Exercise independent judgment and decision-making in preparation of advice and solutions related to the key responsibility areas.
- Decisions made based on research and analysis.
- Exercise sound risk assessment, mitigation controls and escalation.

SPECIALIST SKILLS AND KNOWLEDGE

- Understanding of programming principles and how they relate to events
- Visual arts programming skills, including the ability to program within guidelines and policies
- Understanding of funding and event partnerships with practical experience
- Experience working with Indigenous Arts programs desired

MANAGEMENT SKILLS

- Ability to manage own time, plan & organise own work
- Ability to prioritise and effectively manage time to meet deadlines particularly during busy, challenging periods

OCCUPATIONAL HEALTH & SAFETY

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work

INTERPERSONAL SKILLS

- Highly developed oral and written communications skills with the ability to liaise with all level of stakeholders in both formal and informal settings



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- Ability to work collaboratively both inside and outside Council, gaining cooperation from a variety of stakeholders and participants
- Ability to foster teamwork and work cooperatively with clear communication

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in arts management, creative/curatorial studies or equivalent
- Extensive experience with cultural events, programming and/or policy in the public sector

CHILD-SAFE STANDARDS

Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia, and
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Evidence of COVID-19 Vaccination in line with VIC Government Directions
- Employee type Working with Children Check

KEY SELECTION CRITERIA

- Extensive experience in a cultural programming role working within a policy framework or guidelines
- Senior experience in event management, design or delivery
- Experience working with cultural events or programs in the public sector, with local government experience highly regarded
- Stakeholder management experience, including partnership negotiation
- Ability to multitask, prioritise and manage multiple tasks, projects or demands, and deliver these within set timelines, particularly in times of high pressure
- A passion for Arts and Festivals