

# Position Description

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<b>TITLE:</b>	Dindi Arts Trail Project Manager	<b>REPORTS TO:</b>	Coordinator, Kinglake Ranges Neighbourhood House
<b>LOCATION:</b>	Kinglake Ranges, VIC	<b>STATUS:</b>	8 Month contract (372 hours) \$18600.00 inc GST plus, superannuation, travel and phone allowance

## BACKGROUND

Kinglake Ranges Arts is a community group of volunteers. KRA provides a range of opportunities for those interested in developing their artistic skills and sharing for creative practitioners. KRA aims to support art in all its forms and foster the development of unique contemporary arts and culture in the Kinglake Ranges.

Kinglake Ranges Neighbourhood House auspice Kinglake Ranges Arts and has a long history of support for this and previous art groups in Kinglake. Kinglake Ranges Neighbourhood House has a strong sense of community and is well recognised as an example of community engagement and connectedness. They are committed to maintaining and strengthening the Arts within the Ranges

The project is funded by the Foundation for Rural and Regional Renewal. These funds are specifically to benefit the communities of Kinglake, Kinglake Central, Kinglake West, Pheasant Creek, Toolangi and Flowerdale, through investing in community led and managed projects that support local jobs, economic development and/or infrastructure activities.

## PURPOSE AND RESPONSIBILITIES

The role of the Dindi Arts Trail Project Manager is to support and manage the development and delivery of a series of murals on water tanks and walls to six sites across the Kinglake Ranges. The project is a partnership between Kinglake Ranges Arts and Kinglake Ranges Neighbourhood House, Flowerdale Community House, Kinglake Historical Society and Toolangi and Castella District Community House. This role is based on flexible working arrangements, depending on the demands and stage of the project.

### The key duties of the Dindi Arts Trail Project Manager include:

- Familiarise yourself with the results of the initial research and community consultation
- Meet with each funding recipient and revisit, prioritise and plan the project ideas that were established through the initial consultation process.
- Develop a work plan for each project site including OHS and COVID safe plan, and a risk management framework for all sites identified.
- Develop a comprehensive communication plan.
- Develop project timeline including timeframes for each site.
- Work with multiple funding recipients and report to the working group on the progress of each of the funding sites.
- Identify and allocate lead and support artists to sites across the Ranges who best align with community vision.
- Work in close partnership with stakeholders and provide leadership to manage and support artists, community members and volunteers in the planning and realising of works.
- Manage project sites across Kinglake Ranges that are funded.
- Facilitate community consultation regarding proposed imagery at sites
- Provide local intelligence and community feedback directly to lead artists to inform design, planning and outcomes of allocated sites.

**Administrative the delivery of each site including:**

- Provisions for Artists including accommodation, materials and per diems.
- Payment for lead and support Artists
- Insurance and site safety measures in place
- Photography and marketing of project progress
- Arrangement of volunteer support workers on site
- Timelines and deliverables met in timely way
- Development of contracts and induction of artists, volunteers and anyone on site involved in each project provided and signed off
- Monitor and evaluation of the project including acquittal preparation- in line with the FRRR Grant agreement.

**KEY SELECTION CRITERIA****The Arts Trail Manager applicant will be assessed around six key areas.**

1. Experience in managing volunteers/artists and coordinating arts-based projects/events
1. Experience / ability in reporting to a steering committee monthly on progress and preparing grant acquittals.
2. Experience developing a clear project plan including communication, risk management and timelines for delivery
3. Capacity to deliver community consultations
4. Ability to manage time well and experience in project management
5. Highly developed skills in interpersonal communications and the capacity to interact and work with a broad range of groups with creativity, flexibility and initiative.
6. An understanding of contemporary art and artistic practices

**WORKING RELATIONSHIPS**

This contracted role reports directly to the Coordinator, Kinglake Ranges Neighbourhood House and Kinglake Ranges Arts President. The position's work plan will be overseen by a working group to ensure appropriate outcomes are achieved within the employment contract term. The Manager will be employed by and based at the Kinglake Ranges Neighbourhood House.

**QUALIFICATIONS AND SKILLS REQUIRED**

To be successful in this role, the following skills are:

**Essential:**

- Proven experience of working with Arts related public projects or events.
- Strong literacy and numeracy skills and accuracy, advanced proficiency in the English language (both written and oral), and the ability to produce high quality work
- Demonstrate respectful community engagement including culturally safe working practices and sensitivity to the challenges being experienced by bushfire-affected communities. Excellent time and project management skills
- Demonstrated ability to deliver projects to a timeline and within budget.
- Demonstrated ability to work with self-direction, initiative, discretion, and confidentiality.
- Excellent communication and conflict resolution skills.
- Maintain strong community connectedness between the local community, volunteers, and working artists
- Intermediate skills in the Microsoft Office suite, good understanding of social media platforms.
- A current full driver's license and ability to travel frequently.

**Desirable:**

- Diploma or equivalent in Arts Management and Project Management, 2-3 years relevant experience.

## APPLICATION PROCESS

1. When after reading through this document, you have further questions about the role, please call Vicky Mann, Coordinator, Kinglake Ranges Neighbourhood House on 57861301 (Monday – Thursday).
2. Your application must consist of a one-page covering letter, your statement against selection criteria, a brief CV, including contact details of three professional referees (6 pages max)
3. Email your application as a single PDF to [krnh@kinglakeranges.com.au](mailto:krnh@kinglakeranges.com.au) by 12:00 pm on Thursday 19 August 2021.
4. 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 Tuesday 24 August 2021 in Kinglake. 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 Wednesday, 1 September 2021. 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