

ROLE DESCRIPTION ASO-6

ROLE TITLE: PROJECT & PROGRAM MANAGER CLASSIFICATION: ASO 6 EMPLOYMENT TYPE: TERM (6 months)	TEAM: LOCATION: DATE:	EXPERIENCES PORT ADELAIDE MARCH 2023
REPORTS TO: Arts and Cultural Leader	ROLES REPORTING TO THIS ROLE: Creative Experiences Programmer, Visual Arts Manager, Associate Producer Programming, Associate Producer Touring	
ROLE PURPOSE: Responsible for curating a strong, diverse program of arts and cultural experiences across the state with and for artists and audiences, including producing new work which shares distinctive regional stories and the development of artists.		
KEY OUTCOMES OF ROLE:		
<ol style="list-style-type: none"> 1. Present a diverse program of work including First Nations work, that challenges, entertains and builds audiences statewide and across multiple artforms. 2. Partner with arts organisations, community groups, and commercial companies to increase the range of artistic experiences. 3. Deliver professional development programs and residencies for artists that build skills, networks, and capacity. 4. Develop and manage strategic relationships with key stakeholders to attract financial support. 5. Develop and oversee a framework for the creation of new work that ensures First Nation and diverse representation across all artforms 	<ol style="list-style-type: none"> 8. Share the impact of our work through effective evaluation and documentation and manage programs that build audiences and individual participation in the arts. 9. Represent the organisation at forums and meetings locally and nationally. 10. Manage a highly skilled team that presents and produces work and arts experiences of the highest quality. 11. Provide professional advice, support, funding and resources to regional artists, groups and communities to enable them to realise their artistic and cultural ambitions. 12. Contribute to achieving the Reconciliation Action Plan 	
KEY RELATIONSHIPS: <ul style="list-style-type: none"> ▪ Internally: Arts and Cultural Leader, Arts Centre’s Leaders, Experiences, Relationships and Sustainability staff ▪ Externally: Artists, Arts organisations, Curators, Producers, Community, First Nations peoples, Government agencies, program partners 		
SPECIAL CONDITIONS: <ul style="list-style-type: none"> ▪ Frequent intrastate/interstate travel and Out of Hours work may be required. ▪ Hold a current Australian Driver’s Licence. ▪ A Working with Children Check (WWCC) is required. By applying for this role, you consent to being screened for appropriate behaviour and to the Department obtaining or requiring you to obtain a WWCC. ▪ Required to participate in the Country Art’s Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the line manager. 		

KEY SELECTION CRITERIA:

- Knowledge and understanding of the creative ecosystem and in working with Aboriginal people, diverse communities, and artists in regional South Australia
- Demonstrated experience in ensuring equity, diversity and cultural safety in programming
- Demonstrated experience with strategic planning and critical thinking to achieve positive and sustainable results
- Demonstrated experience in the delivery of programming and producing in the performing arts
- Demonstrated ability to establish and influence strong working relationships internally and externally
- Entrepreneurial skills and the ability to secure business partnerships and investment from a variety of sources.
- Strong interpersonal skills and the ability to inspire, lead and empower a team
- Experience in financial management
- A demonstrated understanding of corporate governance, risk management, intellectual property, procurement, legal and compliance frameworks, WHS and applying sustainable practices

Desirable:

- Appropriate tertiary qualification in an arts or related discipline

YOU DEMONSTRATE OUR VALUES:

Our Values are central to the way we work and are the cornerstones for how we interact with industry, community, business partners, governments and each other.

We will:

- Seek new ways, divergent interests and different points of view to continuously improve (**Curiosity**)
- Acknowledge and embrace diversity, act with integrity, transparency and generosity of spirit (**Respect**)
- Encourage creative thinking which stimulates innovation, leadership and exploration of art (**Creativity**)
- Ensure our programs are transparent, flexible, collaborative and inclusive so everyone can enjoy, participate and benefit in the arts (**Accessibility**)

WORK HEALTH AND SAFETY OBLIGATIONS:

- Maintain a commitment to the Work Health and Safety Act 2014 legislative requirements.
- Proactively promote and follow workplace safety procedures and contribute to creating a safe working environment.
- Accept responsibility for your own and other's safety.
- Actively participates in consultation about work, health, and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

CORPORATE RESPONSIBILITIES:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the Code of Ethics for *South Australian Public Sector* and their legislative requirements.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. Maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:

Supports and Implements the Strategic Direction

- Understands the big-picture and contributes to the development of strategic direction
- Understands and supports organisational goals and business objectives
- Understands, supports and promotes organisational goals and business objectives
- Steers and implements change
- Identifies, defines and solves complex problems relating to the teams work objectives
- Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- Ensures compliance with Public Sector legislation, regulations and policies
- Monitors project performance and takes action to improve the delivery of quality outcomes as required
- Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

- Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- Keeps abreast of market trends, developments and economic/ legislative changes to meet current and future organisational needs
- Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
- Embeds a strong customer service ethos by understanding needs
- Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

Cultivates Productive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained