

ROLE DESCRIPTION

ROLE TITLE: ARTS AND CULTURE MANAGER CLASSIFICATION: ASO 6 EMPLOYMENT TYPE: (1FTE) CONTRACT	TEAM: EXPERIENCES LOCATION: REGIONAL / ADELAIDE DATE: October 2025
REPORTS TO: First Nations Arts Director.	ROLES REPORTING TO THIS ROLE: Arts & Cultural Facilitators and Grants Administrator.
ROLE PURPOSE: The Arts and Culture Manager is responsible for managing the art and cultural development team, funding program and ensuring that regional artists and communities have access to Country Arts SA programs and opportunities.	
KEY RESPONSIBILITIES OF ROLE: <ol style="list-style-type: none"> 1. Build and manage strategic relationships with Creative Communities Partnership partners and key stakeholders to grow and diversify the representation across regional South Australia. 2. Build and manage a high performing diverse and collaborative arts and cultural team to create, develop and manage local projects, and stakeholder relationships and expectations. 3. Manage the state-wide grants programs, including marketing, reporting and acquittals. 4. Collaborate with the Experiences team to support professional development programs and residencies that build skills and networks and the provision of professional advice, and support, funding and resources to regional artists, groups and communities. 5. Collaborate with the Experiences team to source diverse investment for specific programs, including funding sources, corporate partnerships with business, partnerships with organisations and donations with individual philanthropists. 6. Strengthen local, regional, national and international arts and cultural conversations and promote the impact of arts and culture through effective documentation. 7. Contribute to achieving the Strategic Plan, Reconciliation Action Plan and all other organisational plans. 8. Contribute to a culture of continuously reviewing and improving planning, policies, and programs. 	
KEY RELATIONSHIPS: <ul style="list-style-type: none"> ▪ Internally: Work closely with First Nations Arts Director, Experiences, Relationships and Sustainability teams. ▪ Externally: Communities and artists in regional South Australia, Government agencies, arts organisations, curators, producers, and other delivery partners. 	
SPECIAL CONDITIONS: <ul style="list-style-type: none"> ▪ Frequent out of hours work may be required. ▪ Occasional intrastate/interstate travel may be required. ▪ Hold a current Australian Driver's Licence. ▪ A valid Department of Human Services Child Related Employment Screening is required. ▪ Required to participate in the Country Arts SA Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the line manager. 	

KEY SELECTION CRITERIA:

- Knowledge and understanding of, and sound experience or working in and with communities and artists in regional South Australia.
- Experience in ensuring equity, inclusivity, diversity, and ability in programming.
- Demonstrated experience with strategic planning and critical thinking to achieve positive and sustainable results.
- Demonstrated ability to establish and influence strong relationships internally and externally.
- Entrepreneurial skills and the ability to secure business partnerships and investment from a variety of sources.
- A passion for building capacity in creators, makers, and organisations.
- Experience in financial management.
- A commitment to continuous business improvement and personal development.

DESIRABLE:

- Appropriate tertiary qualification in an arts or related discipline.
- A demonstrated understanding of corporate governance, risk management, intellectual property, procurement, legal and compliance frameworks, WHS and applying sustainable practices.

OUR PRINCIPLES (how we work):

Our four principles inform our decisions and approach:

- **Regional communities and art at our heart** - We are led by regional South Australian communities and artists. We ask, listen and respond.
- **Making connections** - We bring people together for conversations and collaborations.
- **Celebration and education** - We make and present work that celebrates South Australian stories and places, artists and communities, and/or that raises awareness of their issues.
- **On the ground and sticking around** - We know trust takes showing up and time. Our team is based all over South Australia. We build deep, long-term relationships. Our work takes as long as it takes.

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.
- Contribute to a culturally safe working environment for First Nations Peoples internally and externally.

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. In particular, 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 and 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.