

POSITION TITLE:	Visual Arts Officer	CLASSIFICATION:	Band 6
REPORTS TO:	Manager Creative Communities	CONTRACT:	12-month maternity leave
DEPARTMENT:	Creative Communities		

OUR STRATEGIC CONTEXT



PURPOSE	Our organisation is accountable, sustainable and delivering effective services to our community.
VISION	Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.
VALUES	Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.
COUNCIL PLAN	A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES

The Visual Arts Officer plans, curates and implements a vibrant, diverse and engaging visual and public art program. The role leads the identification and strategic acquisition of visual art, manages Council's visual and public art collections, leads the commissioning process for public and street art projects, plans and delivers the visual arts event program and enhances community arts and cultural engagement across the municipality.

RESPONSIBILITIES	KEY OUTCOMES
Visual and public art Collections	<ul style="list-style-type: none"> » Lead the identification and strategic acquisition of new artworks for Council's Contemporary Art Collection. » Coordinate Council's Arts Acquisitions Committee, including the preparation and distribution of agendas, presentations and minutes. » Oversee the acquisition, commissioning, curation and display of artworks and associated documentation of the Contemporary Art Collection. » Manage the commission process and execution of public art and street art projects across the municipality. » Coordinate public and street art projects, research potential artist engagements, prepare commission agreements and build relationships with Galleries and institutions. » Develop, implement and oversee artwork maintenance and restoration for the long-term preservation and care of the visual and public art collections. » Coordinate, review and update the asset and valuation register for the visual and public art collections. » Manage the selection and implementation of a collection management system for the visual and public art collections.
Programs and events	<ul style="list-style-type: none"> » Plan, coordinate and deliver a diverse range of visual arts activities such as exhibitions, events and professional workshops, to engage and support creative practitioners. » Research and develop programs designed to support Council's creative practitioners enhancing opportunities for professional growth and creative expression. » Seek partnerships with other visual arts organisations and institutions. » Support Creative Communities to further enhance community arts and cultural engagement across precincts and public spaces.
Communication	<ul style="list-style-type: none"> » Plan and organise promotion of the visual and public arts programs. » Develop and maintain a visual and public art presence on Council's website. » Liaise with the communications and marketing functions to develop a campaign for the visual and public art programs.
Budgeting and reporting	<ul style="list-style-type: none"> » Manage, monitor and report on the visual and public arts budgets and programs. » Provide specialist advice on the development of visual and public art policies and strategy, including writing briefs and overseeing the management of external contractors. » Prepare contracts for artists and contractors, loan agreements as well as all relevant correspondence and other reports as required. » Prepare Council Papers, CEO Notice Papers and public art commission briefs. » Knowledge of Industry Standard OHS practices for the installation and upkeep of both the visual and public art collections.
Stakeholder Engagement	<ul style="list-style-type: none"> » Maintain visual art industry networks and attend meetings with state government, local councils and contractor representatives as required. » Cultivate excellent stakeholder relationships and respond to visual and public art enquiries from the public, Councillors and Council staff including the facilitation of community engagement as required. » Provide curatorial advice and advocate across Council and with key stakeholders.

KEY WORKING RELATIONSHIPS



Direct reports: Nil

Internal: Creative Communities, Major Projects, Finance and Procurement, Communications and other areas across Council as required

External: Artists, suppliers and contractors, external stakeholders, and community members

REQUIRED SKILLS AND COMPETENCIES

<p>Accountability and extent of authority</p>	<ul style="list-style-type: none"> ➤ This position is accountable for the strategic development, quality and successful delivery of Council's visual and public art programs. The authority and freedom to act is governed by policies, procedures and work plans and the accuracy and timeliness of information provided. ➤ The position works autonomously with minimal supervision and reports regularly to the Creative Communities Manager on project progress, arising issues, challenges and budget implications. ➤ Provides specialist input into the development of policy, strategy and other public documents such as artist commission briefs and procedures relating to visual and public arts. ➤ The position has the authority to provide information, advice and guidance to the community, contractors and Council staff regarding Council's visual and public art programs. ➤ Responsible for monitoring budgets and processing payment for goods and services within the relevant delegation.
<p>Judgement and decision making</p>	<ul style="list-style-type: none"> ➤ Apply a high degree of professional skills and judgement when carrying out the responsibilities of this role. ➤ Develop a thorough comprehension of the policies and professional context of the visual and public art programs and implement visual and public arts projects accordingly. ➤ Work will involve problem solving, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through established professional experience, sound judgement and industry knowledge. ➤ Problems that are complex with solutions not previously encountered will require creativity and originality and be solved through discussion and teamwork. ➤ Guidance and advice are usually available.
<p>Specialist knowledge and skills</p>	<ul style="list-style-type: none"> ➤ Well established industry relationships within the arts and culture sector. ➤ Specialist knowledge and experience in visual and public arts, including contemporary contexts, collection management and best practice standards. ➤ Demonstrated experience in leading, coordinating and delivering visual and public art projects ➤ Significant professional experience in the coordination and delivery of visual arts exhibitions, events and creative programming
<p>Interpersonal skills</p>	<ul style="list-style-type: none"> ➤ Highly developed interpersonal skills to communicate with a diverse range of stakeholders and develop mutually beneficial outcomes. ➤ High level skills in stakeholder engagement and management and an ability to understand an extremely diverse public and to work with staff, Councillors and community representatives on all levels. ➤ Strong written communication skills to write and prepare reports, presentations, and external correspondence. ➤ Ability to proactively network with counterparts in other organisations to discuss specialist matters, to gain insights and develop professionally to enhance visual and public arts initiatives. ➤ Ability to provide advice, guidance and support to artists, contractors, internal and external stakeholders
<p>Qualifications and experience</p>	<ul style="list-style-type: none"> ➤ Tertiary qualifications in visual arts, arts management, arts curatorship and/or similar qualification ➤ Significant experience working within the arts and culture sector ➤ Demonstrated experience developing and delivering visual and public art programs ➤ Current Victorian driver's licence and current Working with Children Check or ability to obtain

WHAT WE ARE ALL RESPONSIBLE FOR

Workplace Health, Safety and Wellbeing:

We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.





Diversity, Equity and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise We are Responsive We are Transparent We are Consistent We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
Sustainability:	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: