

APPLICATION PACKAGE

Position: ArtLife Manager

Applications must be received by: 5pm, Monday 22 October 2018

Attention: Robyn Gawenda, General Manager, FCAC

By email: robyn@footscrayarts.com

By post: 45 Moreland Street, Footscray, 3011

Position Description – ArtLife Manager

- REPORTS TO:** General Manager
- DIRECT REPORTS:** ArtLife Coordinator, ArtLife Creative Producer and Lead Engagement Worker.
- OVERSEES:** ArtLife Casual Staff (Engagement, Support Workers and Teaching Artists)

Key Relationships

- INTERNAL:** Director and CEO, General Manager, ArtLife Team, Cultural Facilities Team, FCAC Creative Programming Team and FCAC Marketing team.
- EXTERNAL:** Program partners, industry peers, funding bodies, regulatory bodies, ArtLife participants, families and carers as required.

Summary

The ArtLife Manager is responsible for the general management, administration, financial management and quality of the ArtLife program, a core FCAC program that engages artists with disability in collaborations with professional artist-tutors to make new work, build capacity and change perceptions.

The ArtLife Manager is motivated to ensure that ArtLife places the participants at the core of the program, and ensures that FCAC is meeting all legislative and compliance requirements with regards to the National Disability Insurance Scheme (NDIS) Terms of Business, Health and Human Standards and Victorian Quality Assurance Framework.

The ArtLife Manager will manage the ArtLife Team, including a Program Coordinator, Creative Producer, Lead Engagement Worker and a team of part-time and casual staff. The ArtLife Manager will have strong communication skills and will work closely with the General Manager to develop strong administration and management systems to ensure the ArtLife Program functions within the organisational context of FCAC.

The successful candidate is passionate about platforming artists with disabilities and ensuring that the ArtLife program is sustainable under the NDIS and recognised as an industry leader.

KEY RESPONSIBILITIES

Program Administration

- Oversee the maintenance and development of quality administrative and financial systems to support the delivery of the ArtLife program as a National Disability Insurance Scheme (NDIS) Registered Provider.
- Provide guidance and training to drive strong administrative practices within the ArtLife team, ensuring documentation aligns with compliance requirements.
- Maintain the integrity of data in the FCAC Server and database, Salesforce in relation to the ArtLife program.

Program Budget Management

- Develop program budgets alongside the General Manager that respond to service delivery under the NDIS, and continually adjust in-line with changes to the NDIS Price Guide.
- Provide support and guidance to the ArtLife Coordinator to develop quotes and invoices for participation in the ArtLife program.
- Monitor expenditure, with particular focus on staff costs in the ArtLife program and work alongside the General Manager and Finance Officer to ensure the financial sustainability of the program.

- Research and cultivate potential leads for new funding opportunities to support the program alongside the General Manager and Partnerships Manager.

Compliance and continuous improvement

- Maintain a current knowledge of legislation and regulation affecting the disability sector and implement necessary change within the ArtLife program to ensure FCAC is meeting necessary compliance measures.
- Work alongside the General Manager to update and implement new policies and procedures that affect the ArtLife program.
- Prepare reports to management and the board regarding NDIS transition updates and ArtLife compliance measures as a registered NDIS provider.
- Oversee the FCAC internal incident reporting and DHHS Client Incident Management System (CIMS) reporting processes and ensure OHS/ incidents are followed-up in a timely manner.
- Understand FCAC's status as a Learn Local Provider and administer the enrolment of ArtLife participants in ACFE funded programs using the NRolls system.

Team Management/ HR

- Directly manage the ArtLife Coordinator, ArtLife Creative Producer and Lead Engagement Worker, including conducting their performance reviews.
- Manage the ArtLife Casual Staff Team alongside the ArtLife Coordinator. Escalate any HR issues to the General Manager.
- Identify the need for new staff members in the team, review position descriptions alongside the General Manager and manage the recruitment process and performance review of team members.
- Identify professional development opportunities for the ArtLife Team alongside the General Manager.

Communication

- Support the ArtLife Coordinator in developing regular communication to the ArtLife participants, families and staff.
- Assist with collating information about the ArtLife program in a timely manner to the Marketing Team.

Key Selection Criteria:

Essential

- Strong social justice frameworks and alignment with FCAC's core values of Diversity, Access, Leadership, Sustainability and Innovation.
- Demonstrated ability to understand and apply the compliance and regulatory requirements of the Victorian Quality Assurance Framework, Health and Human Services Standards and NDIS Terms of Business.
- Demonstrated experience in high level administration and financial management of a program.
- Demonstrated experience in managing individuals and teams in an organisational structure, with high level interpersonal and communication skills.
- Demonstrated ability to work under pressure, problem solve, take initiative and negotiate where required.
- Minimum Certificate III in disability or 3 years' of experience in the sector.
- Good understanding of the MS Office Suite and experience with funding acquittals and finance software.

Desirable

- Experience working within the arts and community cultural environment

Attributes:

The successful applicant will be a strong administrator and manager who has worked in a disability, arts, policy or management context in a previous role. They will have excellent communication skills, love working with and leading people and will be driven by strong social justice frameworks. They will have strong attention to detail and organisational skills.

Terms and Conditions:

- Remuneration offered is \$62,000 pa pro rata + 9.5% superannuation.
- The commencement date of this position is 7 January 2019.
- This position is offered part-time, 0.8FTE (4 days per week). The successful candidate may be required to work after hours or evenings from time to time.
- Appointed for a fixed-term of one (1) year, with an option to extend subject to funding. A three (3) month probation period applies, subject to an employment contract, which sets out all terms and conditions of employment including remuneration, superannuation and leave loading.
- The position is based at FCAC, 45 Moreland Street, Footscray (centrally located 10 minutes from Melbourne's CBD). Flexible working arrangements are available.
- The successful candidate will undertake a police check and working with children check.

How to apply:

Candidates are asked to provide the following as part of their application:

1. A 1-page cover letter expanding on your most relevant skills and experience
2. A response to the key selection criteria (no more than 2 pages)
3. A CV

Complete applications should be addressed to Robyn Gawenda, General Manager and emailed to robyn@footscrayarts.com or by post/in person to FCAC, 45 Moreland Street, Footscray VIC 3011

Applications close 5pm, Monday 22 October 2018.

Further Information:

Should you have additional questions regarding the role, please contact:

Robyn Gawenda
General Manager
robyn@footscrayarts.com or 03 9362 8807

About Us

Established in 1974 as a not-for-profit Company Limited by Guarantee, Footscray Community Arts Centre (FCAC) is Australia's longest-running, leading centre for community engaged, contemporary arts practice. Attracting over 70 000 people annually, as audiences and visitors, our work is representative of political, social and cultural commentary in a contemporary Australian and international context.

Footscray Community Arts Centre delivers:

- Over 1800 arts and cultural activities each year
- Sixty (60) projects in a local, national and international context
- A diverse and dynamic program with over 100 local, national and international partnerships annually
- Strong leadership in community arts and cultural development

Based in Melbourne's west, FCAC's multiple venues - including two galleries, two performance spaces, a digital media studio, recording studio, numerous visual arts studios and rehearsal spaces - are programmed and managed with the principles of diversity and access in mind. FCAC promotes active participation in arts, culture and the civic narrative. FCAC's programs place a particular emphasis on access for culturally and linguistically diverse communities, Indigenous Australians and people living with a perceived disability.

FCAC has three core programs:

- **ArtLife:**

ArtLife has been running for over 20 years and engages artists with disability in collaborations with professional artist-tutors to make new work, build capacity and change perceptions. We facilitate these opportunities through visual art, performance, music, sound art, digital media, animation, horticulture, hospitality, photography and movement. These arts activities are combined with the development of life skills in areas such as communication, health and general self-development.

Participants are taught by highly skilled artists and have an opportunity to take part in some of Footscray Community Arts Centre's major projects, working with professional artists and local community groups. Selection into the program is achieved after a successful trial placement.

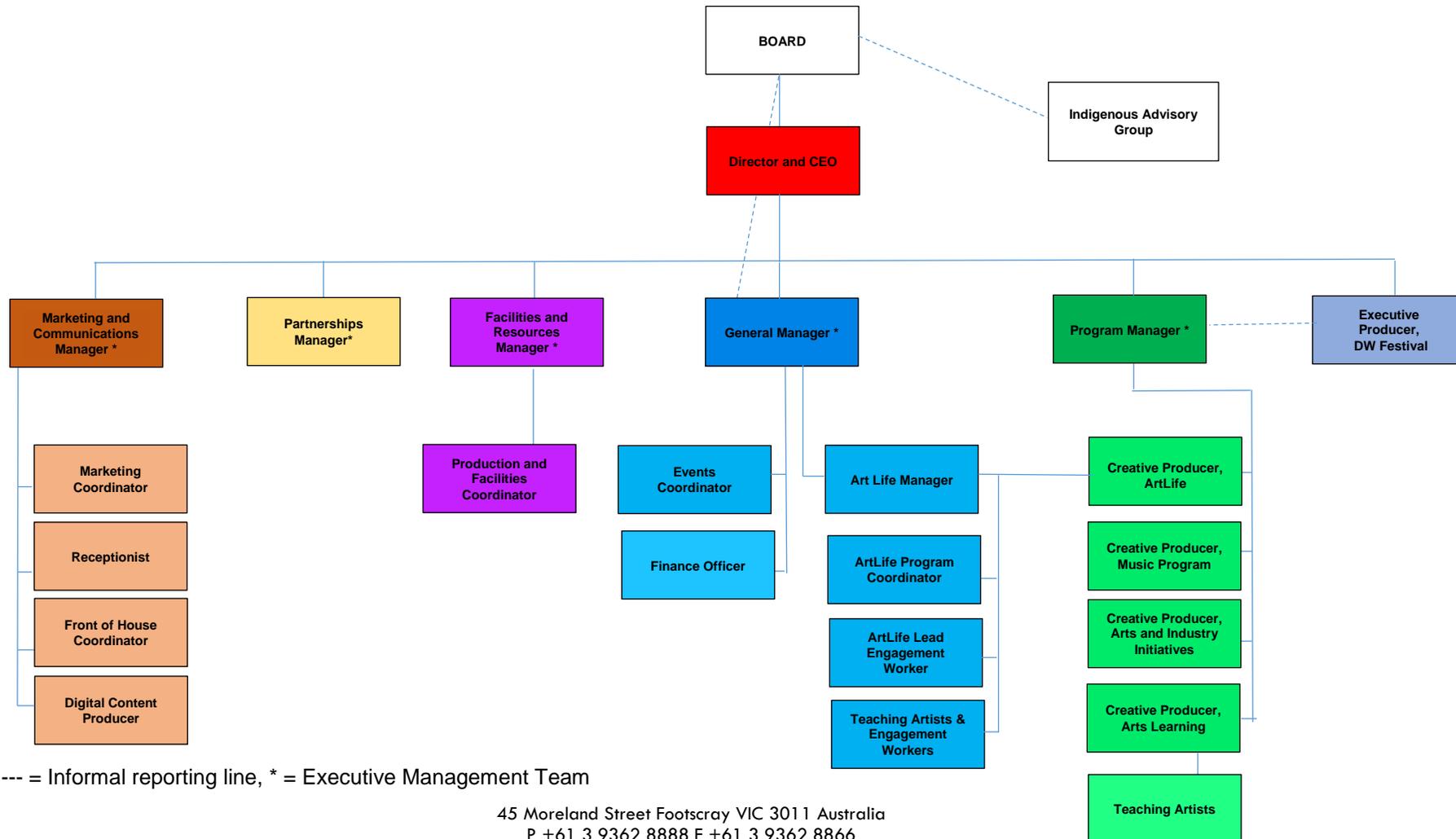
- **Indigenous Cultural Program:** In consultation with our Indigenous Advisory Group, a range of programs and activities are delivered each year to support the development of emerging Indigenous arts practice and new works by Indigenous artists.
- **Emerging Cultural Leaders:** supporting and developing Australia's next generation of cultural leaders, this award winning program engages with artists and community practitioners from culturally and linguistically diverse backgrounds to build capacity in sector knowledge, community-engaged arts practice and working with communities.

In addition to these we deliver a suite of *Creative and Industry Initiatives* that are responsive to the contemporary social and political context, and may vary in duration depending upon demand and relevance.

FCAC maintains a broad artists and companies in-residence program, supporting a diverse range of emerging and established artists and arts organisations through access to facilities, marketing expertise and producing support. FCAC also provides a venue hire service and acts as landlord for a number of commercial and non-commercial tenants including Adult Learning Australia, Cohealth Arts Generator, NeuroMoves, L2R Next Gen, Brown Cab Productions and Happy River Cafe.

FCAC has a team of 20 - including full time and part time - in addition to approximately 40 casual tutors, artists, venue staff, an Indigenous Advisory Group, and 2 Elders in Residence, Uncle Larry Walsh and N'Arweet Carolyn Briggs.

Organisation Chart



--- = Informal reporting line, * = Executive Management Team