

Position Description – ArtLife Engagement Worker (Casual)

REPORTS TO: ArtLife Manager and ArtLife Program and Inclusion Coordinator

DIRECT REPORTS: NA

OVERSEES: ArtLife Participants, Volunteers and Interns as required.

WORKTIMES: Casual shifts available between Monday – Friday 9am -3pm.

Key Relationships

INTERNAL: ArtLife Management Team and ArtLife Casual Staff Team.

EXTERNAL: ArtLife participant’s families and carers, external service providers, stakeholders and communities in Melbourne’s west and representatives from relevant organisations, both formal and informal, within the community.

Summary

The role of the ArtLife Engagement Worker is to support people’s participation in a range of artistic and creative experiences, including skills development workshops, during the development of new work and during public presentation of work in the ArtLife program. Together with the ArtLife Facilitation Artist, the Engagement Worker contributes to an environment that removes barriers to participation as much as possible and where each individual is able to experience high quality community and arts experiences, and maintains a safe environment for staff and participants.

The Engagement Worker also supports data collection of participant attendance, interests, strengths and cumulative portfolio (where appropriate) in line with the requirements of Footscray Community Arts Centre (FCAC) and evidence collection requirements under the National Disability Insurance Scheme (NDIS).

FCAC acknowledges that we are on the traditional lands of the Boon Wurrung and Wurundjeri peoples of the Kulin Nation. We offer our respect to the Elders of these traditional lands, and through them, to all Aboriginal and Torres Strait Islander people.

FCAC strongly encourages applications by people from culturally and linguistically diverse backgrounds, First Nations people, people who identify as LGBTQIA+ and people with disabilities. We understand the different needs of our staff, and we are dedicated to developing safe and flexible working environments for our team. FCAC is a values-

driven organisation and industry leader, advocating for access, leadership, cultural rights, sustainability and creativity. Please advise FCAC if you have access requirements for the application process.

Key Responsibilities

Supporting the delivery of the ArtLife program

- Enable participants to fully participate in workshops and public outcomes through the facilitation/ support/ and advocacy of safe, accessible and inclusive workshops and spaces at the centre.
- Actively engaging with participants to ensure their views inform the planning and implementation and delivery of the Artlife program.
- Contribute to the daily running of workshops
- Assist participants to be fully involved in the Artlife program, including contributing to creative discussions and taking leadership roles at all stages of the creative process.
- Support participants with transportation needs during their arrival at and departure from the venue.
- Support participants with personal needs including assistance with toileting, hand washing, prompt the taking of oral medication and administering first aid assistance when required.
- Support the participants to set up and pack down art materials and project spaces, ensuring that the premises are left in a clean and orderly manner.
- Work collaboratively with ArtLife Facilitating Artists and participants in problem solving and responding to situations as they arise.

Communication and Safety

- Listen to participants and support participants to communicate their access needs.
- Communicate individual participant access needs to relevant staff.
- Attend staff meetings, and project planning sessions by arrangement with the ArtLife Management Team as required.
- Communicate and report any incidents to FCAC staff when required, following FCAC Incident Reporting processes.

Strategy and Advocacy

- Contribute ideas for developing a strong community spirit within the program and supporting participants to develop their artistic practice
- be an advocate for people with disability and support participants to become self-advocates

Key Selection Criteria:

Essential

- Alignment with FCAC's core values of Cultural Rights, Access, Leadership, Sustainability and Creativity and experience working with FCAC's Communities of Focus: First Nations, Culturally and Linguistically Diverse, LGBTQIA+ and Artists with Disability. Where experience may in one community may be lacking, an ability to articulate skills gap and approaches to building own knowledge capacity.

- Experience in working in community-engaged arts programs and/or facilitating small groups of people with diverse needs.
- A strong understanding of disability rights and the principles of community cultural development.
- An appreciation and understanding of the creative process.
- The ability to manage multiple priorities effectively and prepare incident reports where necessary.
- A good sense of humour, relaxed approach, patience and flexibility.
- Experience working with or in support of people with disability.
- Knowledge of the Social Model of Disability.

Desirable

- First Aid Certification.
- Knowledge in Adobe Creative Cloud, including: Photoshop, or theatre making experience or printmaking and ceramics making skills.

Attributes:

- Resourcefulness, initiative and adaptability.
- A person-centric approach to assistance.
- Enthusiasm, patience, empathy and friendliness.
- Strong advocacy skills and the ability to creatively solve problems to maximise people's individual participation.

Terms and Conditions:

- This role is offered on a casual basis. The remuneration offered is \$30 per hour + 9.5% superannuation (when earning over \$450 per month).
- Appointed for a fixed-term of one (1) year dependent on 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 NDIS workers screen check at their own expense.



Application Process

Applicants are asked to provide 1 PDF that includes the following:

1. A 1-2 page cover letter that responds to the key selection criteria.
2. A CV with at least two referees

Applications close 5pm, 16 April 2021.

We will then review applications and conduct interviews with potential candidates. Please let us know if you have any accessibility requirements for the interview.

Interviews have the option to be via zoom or at FCAC.

The interview panel will include Artlife Manager, ArtLife Program and Inclusion Coordinator and an ArtLife Participant.

Further Information:

Should you have additional questions regarding the role, please arrange a chat with:

Louisa Carter
ArtLife Manager

By emailing
applications@footscrayarts.com

An overview of application process:

Positions Advertised	1 April
Positions Close	16 April
Applications Shortlisted	19 April
Interviews	22/23 April
Decision	28 April
Positions Commence	29 April onwards

About FCAC

Footscray Community Arts Centre (FCAC) is a nationally and internationally recognised arts organisation grounded in Melbourne's West. Over 45 years, FCAC has cultivated a reputation for excellence in nurturing, creating and presenting contemporary arts in collaboration with our communities of focus: First Nations, culturally and linguistically diverse, LGBTIQ+, artists with a disability, and our audiences. FCAC has fostered generations of artists and cultural leaders; providing a culturally safe and creative place for the diverse communities of Melbourne's West and our audiences. FCAC carries rich cultural knowledge, ever strengthening ties with Indigenous voices, deep roots in activism and advocacy for those without a cultural voice in mainstream society, and methodologies developed over decades for best practice in community arts and cultural development based on principles of listening, collaboration and reciprocity. We are leaders in the arts sector and vital influencers in the disability sector. FCAC is a place of artistic vibrancy, big ideas and important conversations led by our communities of focus.

FCAC's Strategic Pillars

FCAC's creative programming, organisational growth and sustainability, and financial security and diversity are underpinned by three strategic pillars:

Our communities of focus

Everything we do is by and with our communities of focus:

- First Nations
- People with disability
- Culturally and linguistically diverse
- LGBTIQ+

Our engagement with these communities is geographically determined: starting in the West, expanding nationally and, as a central component of the 2020 – 2024 strategic plan, embracing Australia's geo-political reality by reaching into the Indo and Asia Pacific regions.

Sector development and advocacy

FCAC addresses systemic change through development and advocacy focused on arts/cultural sector, disability sector and government (local, state, national). This is done through establishing principles of best practice for community engaged work, capacity building programs for staff, industry and general public, and advocacy for the rights of minority communities.

Audience development

Artists are given the greatest possible platform and opportunity to influence mainstream cultural dialogues through FCAC's focus on audience development. Our audience development strategy is two pronged:

- a) maintain our core audience which consists of our communities of focus;
- b) increase our engagement with arts-engaged audiences, the changing demographic of the West, and state-wide and national tourism.

FCAC's Programs

FCAC programs and initiatives are long-term, high-impact and underpinned by our strategic pillars. The way we work is built on models of community and cultural development practice, collaborative leadership and, always, with First Nations first.

Indigenous Advisory Group and Elders in Residence

Consisting of Elders, community leaders, artists and cultural workers, the Indigenous Advisory Group (IAG) is central to:

- Indigenous cultural program: co-curation, development and community engagement
- Governance: constitutionally recognised, ongoing engagement with the Board, and IAG presence in board roles
- Ceremony: Welcome to Country and cultural ceremonies
- Cultural competency: providing training and skills development for FCAC staff and our partners (free and fee for service)

Elders-in-residence, Parbin'ata Carolyn Briggs and Uncle Larry Walsh work closely with FCAC to mentor artists and community to provide cultural guidance and advice.

Creative Program

With an emphasis on the commissioning and presenting of new works, FCAC's Creative Program consists of:

- Year-round Indigenous Cultural Program led and informed by Indigenous Advisory Group with dedicated Indigenous Cultural Producer.
- Suite of multi-artform programming developed by and with communities of focus. Utilising our theatres, galleries and outdoor performance spaces, and expanding significantly with the delivery of the FCAC Precinct Plan, programming is enabled through strategic partnerships with arts and community organisations and key funding bodies.
- Annual major project: 1 to 3 months over summer each year, built from community and cultural development processes with communities of focus and facilitated by leading artist, this annual project of scale will generate new visitation to the precinct and attract previously unrealised funding sources.

ArtLife

ArtLife engages people with disability to collaborate with professional facilitating artists in a year-long program that incorporates workshops, residencies and mentorship. ArtLife artists lead collaborative contemporary arts projects within FCAC and in the broader arts industry. ArtLife is a community-led space that places participating artists at the core of decision making for artistic processes and projects.

Industry Development (First Nations Industry Development, Emerging Cultural Leaders (ECL), West Writers and Behind the Screens)

Industry development at FCAC are immersive professional development programs for artists and arts workers to ground their practice using community arts development principals and methodologies.

RESIDENCE and Creative Hub

FCAC's companies and artists in residence reflect our communities of focus and reach untapped new audiences with high impact arts experiences. Over the 2020 – 2024 strategic plan period, FCAC's Creative Hub initiatives will generate creative development and incubation with a mix of emerging, established and on-exchange resident companies and artists (local and international), activating the precinct throughout the year with works that contribute to the vibrancy of FCAC artistic program.



FCAC continues to develop its profit for purpose model by delivering a high-quality venue hire, tenancy and event service with value-aligned businesses and organisations.

Creative Workshop Program

The Creative Workshop Program responds to and complements FCAC's Creative Program and consists of:

- FCAC produced flagship public workshop program aligned with FCAC's Creative Program.
- FCAC supported workshops – building the capacity of community to deliver workshops aligned with our values and local demand.
- FCAC curated workshops – delivering public programming partnerships with local artists, collectives and organisations.
- Schools Program – developing a workshop program to engage local schools with artistic experiences.

Generate

Generate incorporates FCAC's public-facing advocacy and sector development initiatives including:

- Arts West Alliance (FCAC is a member of Arts West, an advocacy consortium of arts organisation in Melbourne's West)
- Our highly sought-after Cultural Awareness Training program
- Arts sector capacity building initiatives
- Disability sector capacity building initiatives