



POSITION DESCRIPTION

Position Title:	Cossack Art Awards Officer
Position Number:	10938
Directorate:	Community Services
Reports to:	Arts Development & Events Coordinator
Department:	Community Programs
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 3

1. POSITION OVERVIEW

The Cossack Art Awards Officer will take part in the planning and delivery of the Cossack Art Awards. The position provides a period of curatorial and art installation work under the supervision of a qualified professional and presents the Officer with a training opportunity that combines theoretical knowledge and practical skills. The role will be directly involved with the curation, installation and associated administration of the Cossack Art Awards.

1.1. Position Objectives

- To provide administrative and curation/installation support for the Cossack Art Awards.
- To provide art conditioning and art handling support to the appointed install team.
- To provide event and project support for the delivery of the Cossack Art Award exhibition and associated Public Program.
- To assist in the management, sale process and ongoing supervision of the exhibition during its opening hours, including providing direction to event assistants
- To coordinate the Cossack Art Award Education Program, including administering bookings and delivery of the Gallery Tour component.
- To learn through dedicated mentoring, learning experiences and daily activities that focus on professional development.

2. DUTIES & RESPONSIBILITIES

2.1. Programs

- Maintain standards of conservation practice with regard to the care, packing, handling, transportation, installation and display of artworks and associated material.
- Manage time and task load to ensure work is completed to timeframes and budgets.
- Assist with the hanging of the exhibition, including the setup, packing away and other duties as required.
- Maintain adequate filing and records of all artwork conditioning and report any damage of artwork or facilities and equipment to your supervisor.
- Assist with day to day management of the exhibition including opening and closing exhibition, directing event assistants, cleaning of artworks and ensuring venue is presentable to guests.
- Coordinate the set up and coordination of Cossack Art Award Education Program Education Program and Public Program events. This will require an ability to interact with visiting guests and conduct Gallery Tours with school groups.
- Learn and adhere to best practice when handling artwork.
- Be professional, reliable and responsible, including maintaining open and effective communication with other staff members.
- Act in a manner that demonstrates that exemplary customer service is a priority.

- Maintain a clean, tidy and professional appearance.
- Submit a written report to reflect on the experience and the benefits achieved from the individual's involvement.

2.2. Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority & Accountability

- Works under the regular direction of the Arts Development & Events Coordinator
- Works in accordance with approved Council's policies, procedures and guidelines.

3.2. Judgement & Problem Solving

- Ability to problem solve with solutions found in established processes and procedures.

3.3. Specialist Knowledge & Skills

- A genuine interest in the field of arts and culture as a potential career.
- An interest in the visual arts.
- A basic understanding and experience in the planning and delivery of events.

3.4. Interpersonal Skills

- Developing numeracy, written and verbal communication skills relevant to the work area.
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- A basic knowledge of Microsoft Office including Excel, Word and Outlook
- Demonstrated customer services skills
- Ability to work independently, multitask and meet strict deadlines.
- Strong presentation and public speaking capabilities.
- Attention to detail and quick learner.
- Ability to work in a team environment.
- Ability to apply new and developing skills to present workplace.

3.5. Qualifications & Experience

- Studying towards a qualification relevant to the arts or another relevant qualification (desirable)
- Current C class driver's licence
- Working with Children's Check – or the ability to obtain
- National (or Federal) Police Certificate (no more than 6 months old)