

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Arts, Culture &amp; Events Coordinator</b>
<b>Position Number:</b>	<b>10857</b>
<b>Directorate:</b>	<b>Community Experience</b>
<b>Reports to:</b>	<b>Manager Community Programs</b>
<b>Supervises:</b>	<b>Programming Officer, Project Events Officer, Event Officers, Event Casuals</b>
<b>Department:</b>	<b>Community Programs</b>
<b>Agreement:</b>	<b><i>City of Karratha Industrial Agreement 2023</i></b>
<b>Classification:</b>	<b>Level 7</b>

## 1. POSITION OVERVIEW

The Arts, Culture & Events Coordinator, under the direction of the Manager Community Programs, is responsible for the planning and coordination of the City's artistic program, cultural activities and community events.

### 1.1 Position Objectives

- Under the direction of the Manager Community Programs, effectively lead and manage the Arts, Culture and Events team to ensure successful planning, delivery and management of the City's artistic program and community events.
- Develop and maintain collaborative working relationships with all stakeholders and clients to maximise the success of the program including establishing beneficial partnerships to deliver high quality artistic performances and community events.
- Ensure programming, events and activities consider community demands, celebrate the cultural diversity of the region, increase community participation and audience development.
- Ensure programs and events undertaken, ultimately enhance the liveability of the City of Karratha region.

## 2 DUTIES & RESPONSIBILITIES

### 2.1 Program & Event Management

- In liaison with the Manager Community Programs, plan, coordinate and execute a diverse range of artistic programs and community events enhancing liveability, developing local arts practice that considers community demands and expectations.
- Ensure programming objectives are in line with the City of Karratha strategic direction, ensuring a diverse offering that appeals to the greater community.
- Supervise and support event delivery staff, monitoring program project plans to ensure timeframes are met and appropriate resource allocation and accountability.
- Meet stakeholder/partner expectations with regard to the quality of programs offered.
- Conduct high quality evaluation of all programs, monitoring the quality of services provided by contractors, presenters and suppliers and prepare proposals for future programs.
- In collaboration with the City's Marketing and Communications team, develop, maintain and continuously improve all communications, marketing and promotion campaigns relevant to the program.
- Liaise with the relevant staff in regard to the scheduling, technical requirements and delivery of events programmed into the Red Earth Arts Precinct

- Support the development of local audiences to increase attendance and participation in artistic programs and community events through innovative and targeted programming, maximising the return to Council and the community.
- Liaise with relevant arts organisation, groups and networks to optimise partnership opportunities.

## **2.2 Management and Supervision**

- Train, induct and supervise staff (including volunteers where required)
- Ability to communicate to all patrons and demonstrate skills in conflict management.
- Demonstrated ability to prioritise tasks to achieve agreed targets and timeframes.
- Coordinate and participate in staff meetings and professional development as required.
- Identify and prepare grant submissions, as well as relevant progress and acquittal documentation for funding bodies as required.

## **2.3 Budgeting & Finance**

- Effectively maintain budgets, including sponsorship funding, expenditure, fees & charges and other financial matters as required.
- Seek and maintain sponsorship/funding opportunities to support the portfolio and prepare submissions and acquittals in accordance with the City's direction and policy as required.
- Coordinate contract development and monitoring ensuring the most advantageous outcome for Council.
- Monitor and develop annual budgets in consultation with Manager Community Programs.

## **2.4 Administration**

- Develop and maintain policies and procedures relevant to the operation of the portfolio.
- Develop, maintain and regularly review guidelines for event management, operations, sponsorship and engagement.
- Administer contracts and arrangements with external providers to ensure performance and compliance.
- Prepare reports as required by the Manager Community Programs
- Adhere to all Council policies and procedures and other related documents that may be developed and endorsed by Council from time to time.
- Receive and respond to customer and community questions and queries.
- Attend events, meetings and after-hours functions as required.

## **2.5 Health & Safety**

Managers, Coordinators and Supervisors are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the *WHS Risk Management Procedure*.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the *WHS Management: Roles and Responsibilities*.

### **3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1 Authority and Accountability**

- Works under limited supervision of the Manager Community Programs.
- Experience in developing, monitoring and expending budgets in accordance with delegated authority limits and purchasing policy.
- Works in accordance with approved City of Karratha's policies, procedures and guidelines.

#### **3.2 Judgement and Problem Solving**

- Ability to problem solve with solutions found in established processes and procedures.
- Excellent time management and organisational skills.

#### **3.3 Specialist Knowledge and Skills**

- Knowledge and experience in the planning and delivery of events.
- Demonstrated ability in contract development and negotiation skills, specifically in relation to acquiring programming and entering into partnership arrangements.
- Demonstrated experience in project management and the ability to manage multiple events and coordinate conflicting priorities to meet strict deadlines.
- Proven ability in the use of computer systems, including event specific applications and generic Microsoft office tools.
- Demonstrated ability in the development and implementation of marketing campaigns.
- Sound report writing skills including collation of statistics and data for use in forecasting and evaluation.

#### **3.4 Management Skills**

- Ability to respond appropriately showing initiative in difficult or high-pressure situations.
- Experience managing staff.
- Experience managing contractual obligations.

#### **3.5 Interpersonal Skills**

- Highly developed negotiation, interpersonal and conflict resolution skills.
- Ability to communicate with a wide range of stakeholders, groups and community members, to develop and maintain a positive image of City of Karratha and meet customer needs.
- High level literacy, written and verbal communication, numeracy and cash handling skills.

#### **3.6 Qualifications and Experience**

- Extensive experience in management, marketing and promotion of community events
- Possession of, or progress towards, a relevant qualification in Events Management, Marketing or related field (desirable)
- Tertiary qualifications in business management, frontline management or other related discipline, with a minimum two years' experience in a supervisory role
- Demonstrated experience in managing multiple staff across multiple locations
- Previous experience in an arts venue or community facility (desirable)
- Current C class driver's licence
- National (or Federal) Police Certificate, no more than 6 months old