

Indigenous Arts Officer POSITION DESCRIPTION



POSITION TITLE:	Indigenous Arts Officer
HOURS:	Permanent part-time (negotiable, 2-4 days per week)
SALARY:	\$70,000-\$75,000 pro-rata plus 10.5% super (salary sacrificing available)
REPORTS TO:	Program Manager

The filling of this position is intended to constitute a special/equal opportunity measure under section 8 (1) of the Racial Discrimination Act 1975 (Cth) and 8 (4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic). The position is therefore only open to Aboriginal or Torres Strait Islander applicants.

ABOUT THE TORCH

The Torch's Mission is to inspire and empower First Nations people in Victoria, whose lives have been impacted by incarceration, to find new pathways beyond the criminal justice system. To achieve our mission, our Indigenous Arts in Prisons and Community Program strives to improve the cultural, social, emotional, and financial wellbeing of program participants.

The Torch's Vision is that First Nations incarceration rates in Australia are reduced to reflect First Nations population percentages. There are currently over 700 participants in the program. Read more about our program [here](#).

Our office is currently in St Kilda but we will be moving to another inner-city location in Melbourne in early 2023.

As a Public Benevolent Institution, The Torch can offer employees salary packaging opportunities which reduce PAYG tax obligations.

PURPOSE OF THIS POSITION

The Indigenous Arts Officer will be part of The Torch's Program Team and will deliver our art and cultural programs to participants In Prison and In Community. The Program Team includes five Indigenous Arts Officers and an Indigenous Program Mentor.

This role requires regular travel to Victorian prisons and to metro and regional Victoria to visit participants in community. Scheduled travel to our inner-city office is also required.

Applicants living in regional Victoria are welcome to apply.

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ROLES & RESPONSIBILITIES

- Develop and foster positive relationships with participants through prison visits and home/community visits (within Victoria) and/or regular phone contact.
- Provide cultural, technical, and conceptual advice to participants about their artworks.
- Support participants to produce and contribute artworks for the Torch's gallery and exhibitions.
- Contribute to the selection, collection, preparation, and installation of artworks for exhibitions.
- Maintain accurate program records (participation engagements, artwork collection paperwork).
- Support local engagement in arts and cultural activities, facilitating links with local First Nations organisations, cooperatives, galleries, and relevant mainstream art organisations.
- Liaise with relevant prisoner support and arts networks.
- Support participants to attend exhibitions and exhibition openings.
- Other duties as directed by the Program Manager.

ABOUT YOU

Ideally, you will have:

- experience creating art (preferably painting),
- good organisational skills,
- knowledge of First Nations communities and cultural protocols,
- understanding of the role of the arts in promoting cultural strengthening and wellbeing,
- experience working as part of a team,
- a valid Driver's Licence, and
- in line with current requirements for prison visits, have had at least 2 doses of a COVID-19 vaccine, and a third dose if more than 6 months since the second.

Ideally, you will be:

- comfortable working with First Nations community members in a prison environment and making home/community visits,
- flexible, motivated, and driven to achieve community outcomes, and
- physically and mentally fit and able to travel within Victoria on a fortnightly basis.

The success of our Arts Program is due to the cultural support and guidance provided to participants from our Indigenous Arts Officers, which is why we are seeking an Aboriginal and Torres Strait Islander person for this role.

ADDITIONAL INFORMATION

We are passionate about art and creative cultural practice and encourage our Arts Officers to maintain their own arts practice. We are happy to talk about flexible working arrangements to suit an applicant's specific needs.

We believe staff health and wellbeing are central to the success of our organization and are committed to promoting positive mental health and wellbeing for staff

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through a range of initiatives including an Employee Assistance Program (EAP), which provides staff with access to a range of confidential support services.

The travel for this role includes travel to Victorian prisons and regional Victoria. We encourage applications from First Nations people living in both Melbourne metro and in regional areas.

GET IN CONTACT

We encourage anyone interested in this position to get in touch with Tarsha Davis, The Torch's Program Manager, to have a yarn prior to the application deadline. Note that The Torch office will be closed from 23 December 2022 to 3 January 2023 inclusive.

Email: tarsha.davis@thetorch.org.au

Phone: 0436 388 142 or 03 9042 1236 **before 23 December 2022 or after 4 January 2023.**

APPLICATION DETAILS

To apply for this role, please send us your CV and a 2-page (maximum) letter outlining why you would be suitable for the role, your current creative practice, and any additional work experience that will support your application.

Send your application via email to Nerissa Broben at work@thetorch.org.au by 5pm on Monday 23 January 2023.

CLOSING DATE FOR APPLICATIONS

Monday 23 January 2023 at 5pm.