

Women's Arts Officer POSITION DESCRIPTION



POSITION TITLE:	Women's Indigenous Arts Officer
CLASSIFICATION:	Part- time permanent
HOURS:	3-4 days a week (negotiable)
SALARY:	\$70,000 - 75,000 (pro rata)
MANAGER:	Reports to Program Manager

This position is designated as a specific Aboriginal position under section 14d of the Anti-Discrimination Act, 1977.

The Torch is a not for profit community arts organization that provides art, cultural and arts vocational support to Indigenous offenders and ex-offenders.

The core business of the Torch is to address the over-representation of Aboriginal and Torres Strait Islander people within Victoria's correctional facilities through its State-wide Indigenous Arts in Prisons & Community program.

Through art, cultural, and arts vocational support, we provide a forum for cultural exploration, expression and strengthening for members of our community who are incarcerated, and through supporting creative skills and connection to culture, work with participants to find a new way forward on their return to community and reduce rates of reoffending.

About the role

The Women's Arts Officer is an outreach role delivering creative support to women who are incarcerated and to women post release who are reintegrating back into the community. The role is ideal for a woman embedded in the Victorian community with a passionate arts practice, who is keen to support other women to establish and sustain an arts practice.

You will;

- Develop and foster positive relationships with women participants around art production through prison and home visits/community visits (within Victoria)
- Provide appropriate cultural resources to women in the program
- Provide cultural, technical and conceptual advice on artworks to women in the program
- Support and create local engagement in arts and cultural activities for women in the program (facilitating links with local Aboriginal organisations, co-operatives, galleries and relevant mainstream art organisations)

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- Identify and facilitate significant small group projects for women in the program
- Support women in the program to produce and contribute artwork in The Torch gallery and exhibitions
- Contribute to the selection, collection, preparation and installation of artworks for exhibitions
- Support the return of artwork to participants (and/or their families) in a timely manner
- Support women participants to attend exhibitions and exhibition openings
- Collate data (artwork titles, language groups etc.) for Torch publications
- Develop and foster collaborative and productive relationships with relevant Indigenous support networks for in prison and post release women
- Maintain accurate program records (participation rates, artwork collection & loan agreements) for evaluations and funding reports
- Other duties as directed by the Program Manager and CEO

KEY SELECTION CRITERIA

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

About you

You'll ideally;

1. Have knowledge of Indigenous communities, cultural protocols and established relationships particularly within the Victorian Indigenous community.
2. Have some experience with community- based arts programs.
3. Possess an applied understanding of art practices and application techniques
4. Understand the role of the arts in promoting community strengthening and well-being.
5. Have an understanding of working with disadvantaged groups and knowledge of relevant support services in Victoria.
6. Be flexible, motivated and driven to achieve community development outcomes.
7. Sound organisational skills, demonstrated ability to set targets and meet deadlines.
8. Demonstrate a capacity to work as part of a team.
9. Have some experience working within an education setting
10. Be physically fit and have the ability to travel across Victoria on a regular basis.
11. Hold a full Driver's License.

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Additional Info

- Ideal start date Monday 4 March 2019 (flexible)
- The Torch encourage our staff to maintain a creative practice and therefore, can provide flexible working arrangements to suit a staff member's needs
- This role is based in St Kilda, with regional Victorian travel required. However, we are a flexible employer and would be interested to hear from people living and working in regional Victoria.
- This position is designated as a specific Aboriginal position under section 14d of the Anti-Discrimination Act, 1977.

Application Details

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

You may choose to refer to the key selection criteria when structuring your application, but this is not necessary.

Send your application via email to Program Manager Susannah Day susannah.day@thetorch.org.au by 5pm, Monday 18 Feb.

Get in contact

Feel free to get in touch with us to chat through the position prior to the application date. Contact Program Manager Susannah Day on 0402 077 396 or email susannah.day@thetorch.org.au