

## Position Description - Project Coordinator

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### About Regional Arts Australia

Regional Arts Australia (RAA) is the national voice for arts in regional Australia. RAA champions the politics and poetics of regional, rural, and remote creative practice by engaging across multiple platforms, policy agendas, and cultural landscapes.

### Our Values

In all that we do we will be accountable, inclusive, open, equitable, and demonstrate integrity.

### About Artlands

For two decades Artlands has been a strategic regional art gathering. Designed to showcase new thinking, present contemporary work, generate exchange and conversations, the Artlands program champions best practice and strengthens a national network of artists and communities working in regional Australia.

The past events have been:

- 1998: 'A Changing Landscape' in Mt Gambier, SA
- 2000: 'Making Waves' in Esperance, WA
- 2002: 'Groundswell' in Albury, NSW
- 2004: 'Meeting Place' in Horsham, VIC
- 2006: 'The Pacific Edge' in Mackay, QLD
- 2008: 'Art at the Heart' in Alice Springs, NT
- 2010: 'Junction' in Launceston, TAS
- 2012: 'Kumuwuki' in Goolwa, SA
- 2014: 'Arts & Edges' Kalgoorlie, WA
- 2016: Artlands Dubbo, NSW
- 2018: Artlands Victoria, VIC
- 2020: Artlands Junction, TAS

Artlands 2020 and beyond will be programmed alongside existing festivals, exhibitions and gatherings connecting with creative programming and providing ongoing platforms for dialogue and critical conversations.

The partnership with Junction Arts Festival brings Artlands 2020 to Lutruwita on Palawa country in north-east Tasmania. Artlands 2020 is a legacy celebration that will be positioned as:

- Cross disciplinary and multi art form
- Collaborative and co-designed - led by practice and industry
- Artist & community driven - unique and relevant
- A catalyst for policy development to inform a national strategy
- Responsive and changing
- Intergenerational.

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## Position Overview

Regional Arts Australia is a national organisation with staff working from different States and Territories. The Project Coordinator will be part of the core Artlands 2020 team and will work across several other internal projects. The position will work within the guidelines of Regional Arts Australia's strategic plan goals and objectives and in compliance with the organisations OHS systems, policies, and processes to ensure all organisational and legislative compliance.

## Role Objectives

The objective of the Project Coordinator role is to assist in the coordination and administration of the Artlands 2020 program and to assist with other Regional Arts Australia projects as required. To succeed in this role, you will have a strong project management experience with proven administration and organisation skills in the arts and / or events industry.

## Contract

This is a fixed term 10-month contract position. February to November 2020 with the possibility of an extension.

## Salary - Fees

The role is based on \$70k pro rata plus 9.5% superannuation.

## Hours

0.8 EFT

The location of this role and days of work will be negotiated with the successful applicant. RAA is willing to consider flexible working hours.

## Supervision and Delegation

This position reports directly to The Executive Director of Regional Arts Australia and will liaise closely with, and be guided by their vision and directives for the Artlands 2020 event.

Please note that while this role will work predominantly on Artlands 2020 it is envisaged that the successful application will work on other Regional Arts Australia projects as and when required. This may involve some interstate travel.

## Responsibilities & Duties

### Administration and Project Management

- Manage the 'Expression of Interest' and registration processes
- Manage an event budget in relation to speaker services; flights, accommodation, production and AV requirements
- Develop speaker information packs and prepare letters of engagement
- Manage invite lists and maintain communication with invited guests
- Manage website updates and liaise with the RAA Communications Coordinator and Artlands Publicist
- Liaise with the designated RAA designer on the production of the program booklet, branding, signage etc
- Develop an event staffing roster and supervise FOH and support staff and volunteers
- Produce contact lists, run sheets and MC notes
- Work closing with the production and event teams in relation to venue set up, access, and production
- Assist in the preparation of all associated documentation; event plan, venue plans, risk management plans, spec sheets, run sheets and call sheets
- Manage catering for all components of the event
- Maintain excellent working relationships with all stakeholders
- Connect Artlands programming to other RAA programming, such as the national summit, webinars, blog and ongoing conversations
- Scope streaming and recording platforms and create pre- and post-event platforms that encourage meaningful and lasting connections to be made among Artlands participants.

### Stakeholder and Relationship Management

- Proactively maintain excellent working relationships with all RAA stakeholders (local, national and international) and work in close and respectful collaboration with all key parties to the successful delivery of Artlands 2020
- Provide opportunities for the Australian Government and the Local Government ministers for the arts to present / attend
- Work to maximise opportunities for artists and communities and venues
- Maximise and diversify marketing and publicity opportunities for Artlands
- Identifying key audience segments, ensure that Artlands is marketed effectively, and that each segment is welcomed with genuine hospitality throughout
- Release details of the Artlands program across multiple platforms in a timely way.

### Budgeting and Documentation

- Working closely with the RAA Executive Director to ensure that all Artlands components are commercially sound, creating and managing budgets with failsafe points should changes need
- Meet the reporting requirements of all partners and funding bodies
- Ensure that the Artlands model and experience can be shared within and beyond Regional Arts Australia as an effective national gathering.

## Key Selection Criteria

- Proven experience in project management and arts administration with a minimum of 5-years' experience in a similar role
- Demonstrated professional approach with experience, expertise and networks in the regional arts and creative industries in Australia.
- Ability to develop partnerships and collaborations and facilitate an event designs that build local capacity, create community support and encourage artistic and cultural experiences.
- Proven experience in the preparation and delivery of detailed project plans, and database systems with a high-level accuracy and meticulous attention to detail
- Demonstrated Microsoft Office skills – including Microsoft Excel, Word, Google docs and experience in Smarty Grants and Web based platforms.
- Experience in marketing and communication plans for arts and cultural events and programs
- Ability to engage and support an event team and volunteers.
- Excellent communication and interpersonal skills including an exceptional capability to develop and maintain relationships with a broad range of key stakeholders and artists
- Excellent time management skills and ability to work independently with a professional and mature approach.

**To apply for this position**, send your CV and cover letter explaining why you think you would be suited for the role to;

**Ros Abercrombie**  
Executive Director, Regional Arts Australia  
[accounts@regionalarts.com.au](mailto:accounts@regionalarts.com.au)

**Applications Close 3 Feb 2020 9am, AEST**