

Hopevale Arts & Cultural Centre

GENERAL CONDITIONS OF EMPLOYMENT

Position:	Trainee Assistant Program Manager
Classification:	Arts Administrator Salaries – ‘Trainee Assistant Director’
Award:	As per the National Association of Visual Arts’ (NAVA) schedule of fees and salaries – ‘Arts and Administrator’s salaries’.
Salary:	Range: \$25,000-\$30,000
Leave:	<ul style="list-style-type: none">- For each completed year of employment 4 weeks paid annual leave. An additional 17.5% leave loading applies. Leave is to be taken over the Christmas Period when the Hopevale Community Culture and Learning Centre closes.- 8 days paid sick leave per year, accruing at the rate of 1 day for each 6 weeks of service.- 2 days paid bereavement leave on the death of a member of their immediate family, or household in Australia.- Paid public holidays, when ordinarily required to work on a day on which a public holiday falls.- Parental Leave – unpaid leave for up to 1 year to care for newly born children.- Carer’s Leave – use of up to 5 days paid sick leave to care for and support members of their immediate family, or household, who are ill.- Long service leave on the basis of 8.6667 weeks leave after 10 years service.
Superannuation:	Employer contribution of 9% applies.
Job Share:	Whilst this position is full time, the Hopevale Arts & Cultural Centre is open to sharing the hours required to maintain the position with more than one member of staff.
Road Conditions:	Due to heavy flooding the road to the Hopevale Arts & Cultural Centre may be inaccessible. During these times work can be undertaken from a home based office if appropriate and agreed upon the Hopevale Arts and Cultural Centre’s Board of Directors.
Travel and Accommodation:	Travel and accommodation costs incurred whilst performing duties on behalf of the Hopevale Arts and Cultural Centre will be reimbursed.
Termination:	A period of 2 weeks notice to the Hopevale Arts and Cultural Centre’s Board of Directors is required should the employee wish to resign their position.

Hopevale Arts and Cultural Centre

POSITION DESCRIPTION

POSITION TITLE: Trainee Assistant Program Manager

LOCATION: Hopevale Community – Cape York, Far North Queensland.

SALARY: \$25,000 - \$30,000 per annum on a full time basis. 9% employer superannuation applies.

HOURS: Nominally 37.5 hours per week. This position requires the Trainee Assistant Program Manager to work the hours needed to effectively carry out the duties and responsibilities of the position. There may be times when out of hours work will need to be undertaken to fulfil these requirements. Hours worked overtime will be taken as time in lieu.

REPORTS TO: Art Centre Coordinator.

ORGANISATIONAL ENVIRONMENT:

The Hopevale Arts and Cultural Centre Vision is -

"We are empowering our people to develop and share their culture, knowledge and skills.

To keep and hold our culture safe and sacred.

Keeping our community strong in mind and spirit.

To promote a flourishing and economically sustainable Cultural Centre"

The community of Hopevale is situated 46kms north of Cooktown on Cape York Peninsula. The Hopevale Arts & Cultural Centre was established in 1991 and was incorporated in 2001. The Centre has been an integral part of the community and the tourist industry in Hopevale. The centre has a gallery which displays a diverse range of local Aboriginal art, including canvas paintings, lino prints, mono prints, hand-made necklaces, baskets and artefacts.

The artists and elders who utilize the Centre are always eager to share their culture with others. They love to sit and tell traditional or personal stories with others and never miss an opportunity to speak their traditional language 'Guguu Yimithirr'. They also love the land where they live and have a lot of interesting facts to tell about Hopevale and the surrounding areas.

The Centre supports artists in many ways whether they need help with training or skills, promotion or presentation, materials and employment opportunities. It also caters for artists from the wider community to provide materials at cost price and provides a venue to display, promote and sell their artwork. Training at the Centre includes TAFE Courses in art, computer skills and resume/profile writing. Other services include an Artists in Residency Program and Workshop Program.

Purpose of the Position

To train a Local Indigenous person to become a vital part of the Centre team, the successful applicant will gain skills and knowledge through formal training and by developing, producing and managing programs, exhibitions, projects, events, training and artwork sales for the Hopevale Arts and Cultural Centre, to achieve maximum benefit between the Centre, the artists and the community. He/she will be mentored by the Management Board members and current staff at the Centre as well as attend out sourced training e.g. Cairns TAFE, where necessary, to fulfil Key Duties and Responsibilities outlined below.

Trainee Assistant Program Manager

Key Duties and Responsibilities

Duties and responsibilities include but are not limited to:

Advocacy

- Represent the interests of Hopevale Arts and Cultural Centre to the wider indigenous and non-indigenous arts industry.
- Liaise with relevant government, commercial and non-commercial agencies and individuals.
- Advocate on behalf of the Hopevale Community Artists where appropriate and of benefit to the Hopevale Arts and Cultural Centre.

Reporting

- Provide regular reports to the Coordinator for the purpose of keeping the Coordinator informed of all relevant issues and events.
- Provide regular reports to the Board for the purpose of keeping Board members informed of all relevant issues and events.
- Liaising and communicating with Board members and Coordinator, seeking feedback and direction.

Administrative and Financial Management

In this position the successful applicant will be mentored by the Coordinator (or other trainers/mentors) in the following duties

- Prepare and implement budgets for the Corporation's operational and project funding.
- Maintain all funds in accordance with the Corporation's rules and conditions of government grants.
- Oversee the accounting system of the Corporation, (MYOB), and liaise regularly with the bookkeeper, accountant, auditor and Board of Directors.
- Supervise the maintenance of all office equipment, capital goods, materials and resources in a reliable manner.
- Supervise the maintenance of correspondence registers and other office systems.
- Manage payroll for the staff working for the corporation.
- Ensure insurance requirements for the organisation are met and maintained.
- Manage payment of invoices to the corporation.
- Manage payments to artists for work sold from the gallery or any off-site space where the Hopevale Arts and Cultural Centre is representing the artist.
- Manage petty cash and petty cash reconciliations.
- Purchase stationery and resources needed to operate the office.
- Coordinate travel and accommodation for artists and staff when required.
- Ordering and purchasing resources and materials for the centre.

Project coordination

- Assist Coordinator with concepts for projects in consultation with the Board, artists and members.
 - Assist Coordinator with preparation of logistics, personnel and resources for project delivery.
 - Order resources and materials for programs to ensure they operate effectively.
 - Work within budgetary guidelines of the project.
 - Ensure project is delivered within the appointed time.
 - Catalogue all materials and resources for projects
- **Funding**
- Assist Coordinator in:
 - Preparation of submissions for funding and support.
 - Ensuring appropriate reports are executed in accordance with grant guidelines.
 - Preparing and monitor acquittals.

Art Gallery

- Assist Art Supervisor to
 - Catalogue all artwork and sale of artwork.
 - Under the guidance of the Coordinator, price all artwork coming into the gallery.
 - Tend to visitors to the gallery promoting sales of artwork.
 - Tend to sales of artwork in the gallery.
 - If required, manage freight for delivery of artwork purchased from the gallery.

Studio Space

- Assist Art Supervisor to
 - Ensure studio space is both set-up for workshops and artist in residence program
 - Catalogue all materials and resources in the studio space.
 - If required, over-see and assist artists whilst working in the studio space.
 - Perform a monthly stock take of materials and resources in the studio space.

Marketing & Promotion.

- Assist with the development of advertising and promotion of programs
- Recruit community members to engage in Centre programs

Workplace Health & Safety.

Provide a clean and safe environment for staff, arts workers, artist in residents and other visitors in accordance with Queensland's standard workplace, health and safety procedures

