****

**POSITION DESCRIPTION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POSITION TITLE: Facilitating Artist**

**EFT: Casual**

**REMUNERATION: $40.00 per hour**

**REPORTS TO: Coordinator / Creative Producer**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PURPOSE OF POSITION**

The **Facilitating** **Artist** will be responsible for creating and implementing a high quality and engaging program of performing and visual arts that aligns with Arts Access Victoria’s position as the peak body for disability arts in the State and in line with our status as a producer organization.

**Aims and Objectives:**

* to provide participating artists with an innovative, creative, empowering, participant-driven arts program that involves active choice and participation
* to provide each participating artist with the opportunity for their personal artistic and social skills to be taken into consideration and for the group to work at a broad level reflecting their diversity
* To provide adults with a disability with a visual and performing arts program facilitated by professional, experienced Facilitating Artists and Support Artists

**TERMS OF EMPLOYMENT**

This position is for a casual contract employee of Arts Access Victoria and is covered by the Arts Access Victoria Enterprise Agreement 2004.

**LOCATION**

The position location is program dependent.

# ABOUT ARTS ACCESS VICTORIA

Established in 1974, Arts Access Victoria has since become the state’s leading arts and disability organisation, dedicated to an ambitious agenda of social and artistic transformation for people with a disability, the communities in which they live, and the arts sector in which they aspire to participate without barriers. The organisation achieves this vision through: disability led advocacy; the delivery of outstanding community arts and cultural development programs for people with a disability; professional development programs for artists with a disability aimed at securing employment outcomes and best practice industry development initiatives that drive the engagement of organisations across the arts, disability and community sectors. Information about the organization can be found at [www.artsaccess.com.au](http://www.artsaccess.com.au)

# ENVIRONMENT

Arts Access Victoria is committed to a friendly, relaxed and open workplace. Employees are expected to contribute organisation-wide, not just to their own program.

All Arts Access Victoria employees are expected to embrace our mission, and work towards best practice in regard to increasing access to the arts for all Victorians.

Arts Access Victoria is an equal opportunity employer. We strongly encourage people with a disability and/or people from a culturally and linguistically diverse background to apply. If you require assistance with your application please contact us. A position description is available in alternate formats if required including Braille, CD, Large Print and Plain English.

**EMPLOYMENT SAFETY SCREENING**

Please note that employment safety screening is undertaken for all positions within the organisation as part of its contractual arrangements with government. All employees are obliged to fully disclose relevant information and screening is undertaken as part of recruitment procedures.

**MAJOR TASKS:**

The Employee is responsible for the artistic component of the project and specifically to:

1. In consultation with program staff and participating artists, design and review Individual Creative Plans (ICP’s) and ensure that the studio activities meet the stated objectives of each participating artist.
2. Liaise with relevant support staff / carers where appropriate.
3. Support and stimulate participating artists in the development of their artistic practice and objectives within the context of the studio.
4. Purchase/coordinate materials as required, in consultation with the Coordinator/Creative Producer and within budget.
5. Regularly consult with the Coordinator / Creative Producer to debrief on your program experiences, communicate any difficulties which you may be experiencing, and receive any required support.
6. Refer issues or difficulties not readily resolved in the context of the program activities to the Coordinator / Creative Producer, or where appropriate, to the Director, Arts Services.
7. To manage behaviours of concern, incidents and complaints, and report these instances via the appropriate protocol
8. Attend staff meetings and training as required by the Coordinator / Creative Producer
9. Submit a program report at the end of the day, including mandatory NDIS reporting and attendance.
10. Be responsible for monitoring the studio mobile phone during program hours (in some case this may be shared with Support Artist).

**Financial Management**

Receipt all program related expenditure, ensuring reconciliation forms are correctly completed prior to the dispensing of further funds, for example, program materials.

# Organisational Development

Participate in the organisation’s strategic and creative planning activities as required, including the formulation of participating artists Individual Creative Plans.

**SELECTION CRITERIA:**

**Specialist skills, knowledge, and attitudes**

* A philosophy that demonstrates a commitment to the social model of disability
* A passion and enthusiasm for facilitating arts projects for artists with disability
* A comprehensive arts practice, preferably with arts qualification
* Demonstrated ability to program strong artistic ideas and proven ability to implement them
* An understanding and commitment to the studio participants taking responsibility for the artistic direction of the project(s) and their own professional development

**Interpersonal skills**

* Excellent oral and written communication skills and ability to present clear, concise and timely reports
* Ability to professionally represent Arts Access Victoria in a range of settings, as required
* Ability to creatively solve problems through discussion, negotiation and teamwork
* Ability to work collaboratively with staff and participants alike

**Qualifications and experience**

* Relevant Tertiary qualification in disability support, or experience working with Deaf and Disabled individuals in an inclusive practice framework
* Level 2 First Aid certification is an advantage
* An awareness of NDIS regulations, funding, and practices
* A thorough understanding of Arts Access Victoria’s guiding principles, policies and procedures

**REPORTING RELATIONSHIPS:**

**Executive Director**

**↓**

**Director, Arts Services**

**↓**

**Coordinator/Creative Producer
↓**

**Facilitating Artist**

**↓**

**Arts Support Worker**

# PRIVACY AND CONFIDENTIALITY:

Ensure that all files of personal information are kept secure at all times

**OCCUPATIONAL HEALTH AND SAFETY**

Arts Access Victoria is committed to providing a safe and healthy workplace for employees, participants, members and visitors. This relates to all workplaces of Arts Access Victoria, including the offices at 222 Bank Street and all off-site venues.

All employees have some responsibility in making sure Arts Access Victoria abides by the OHS Act (2006).

In particular, all employees will take reasonable care of their own health and safety and the health and safety of others they work with. All employees will also co-operate with Arts Access Victoria to make sure it remains a safe and healthy place to work.

**PROJECT FUNDING**

Arts Access Victoria is funded by the Department of Health and Human Services, NDIA, Creative Victoria and Australia Council for the Arts.

### Enterprise Agreement

Arts Access Victoria has an Enterprise Agreement, which forms part of the employment contract.