Position Description Arts Support Worker

**Position Title:** Arts Support Worker

**EFT:** Casual

**Remuneration:** $30.75 per hour

**Reports To:** Coordinator / Creative Producer

# Purpose of Position

To work in conjunction with the Facilitating Artist in providing 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 organisation.

# 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 but based within a local community centre.

# 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 Deaf and Disabled people, 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 Deaf and Disabled people; professional development programs for Deaf and Disabled artists 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 on [our website.](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 Deaf and Disabled people 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:

* To be open, participatory, and enthusiastic.
* To assist Deaf and Disabled artists in the project activities through direct interaction, involvement, encouragement and where required, co-active support.
* To discuss with the Facilitating Artist(s) and other support staff the creative processes, structure, and requirements of the day’s project.
* To assist the Facilitating Artist(s) in setting up and cleaning up art materials, ensuring that the premises are left in a clean and orderly manner.
* To assist in the development of each participant artist’s individual creative goals.
* Support end of day reporting where appropriate.
* To report incidents and complaints via the appropriate protocol.
* To assist Deaf and Disabled artists in all their personal support and access requirements, including bathroom and meal support as appropriate.
* To supervise participant artist’s arrival to and departure from the studio venue, or offsite studio location.
* To assist participant artist with behavioral support, ensuring communication requirements are met, and using consistent supports developed in consultation with Coordinator/Creative Producer, residential staff, and family members.
* To communicate with families/support staff about participants artist’s needs via communication books and other communication aids.
* To attend meetings and or training as required by the Coordinator/Creative Producer.

# Selection Criteria:

## Specialist skills, Knowledge and Attitudes

* A philosophy that demonstrates a commitment to the social model of disability
* Demonstrated experience in arts &culture and/or inclusive arts projects

## Interpersonal skills

* Ability to creatively solve problems through discussion, negotiation and teamwork.
* Confident to professionally represent AAV in a range of settings, as required
* Excellent oral and written communication skills and ability to present clear and concise reports

## Qualifications and Experience

* Relevant Tertiary qualification in disability support coupled with relevant experience
* Experience and commitment to working collaboratively with program staff and participants
* Level2 First Aid certification an advantage
* Experience working collaboratively with program participants and staff
* An understanding and commitment to the program participants taking responsibility for the artistic direction of the project
* Experience and skills with a broad range of arts applications particularly in performing and visual arts
* Ability to work flexibly and solve problems collaboratively
* Ability to both take direction from others, and work independently
* Current First Aid and CPR certification, or willingness to get this before commencing work
* NDIS Worker Clearance Check, or ability to get this
* Previous experience working with Deaf and Disabled individuals in an inclusive practice framework (desirable)

# Reporting Relationships

CEO – Caroline Bowditch

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Manager, Arts Services– Geoff Robinson

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Coordinator/Creative Producer – Fina Po

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Facilitating Artist

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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 Families, Fairness and Housing, 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.