Position Description — Coordinator, Consultation and Training

The purpose of this position is to provide access advice and training across the arts and cultural sector and within AAV. With a focus on consultation, training and access services in collaboration with digital, marketing and auspice service.

**Position Title**: Coordinator, Consultation and Training

**Reports To**: Manager, Consultation and Training

**Rates**: Part time — 0.6 FTE or 3 days per week (22.5 Hours)

**Remuneration**: $72,579 (1 FTE equivalent) Plus 11.5% superannuation (as of 1 July 2024) contributions and generous salary packaging

**Terms**: This a part time position covered by the Arts Access Victoria Enterprise Agreement 2023. This forms part of the employment contract.

**Benefits**: Free parking with a car park below the South Melbourne office   
Professional Development opportunities   
Flexibility with days worked and spread of hours can be negotiated to mutual benefit   
Flexible working-from-home or office arrangement

**Location:** The position is primarily based in AAV’s administration offices, 222 Bank Street South Melbourne (2 km from Southern Cross Station). You are expected to attend in person meetings and deliver training at various arts and cultural venues, from time to time. Flexible working arrangements can be made.

**How to apply:** Email us your application to [recruitment@artsaccess.com.au](mailto:recruitment@artsaccess.com.au) by Tuesday 10 June at 10 am. You application should consist of your CV and a short response to the essential key selection criteria (maximum 1 page of text). You are welcome to submit this application as 1 PDF or as an audio or video recording by the closing date.

**Contact us:** Contact Janice Florence, Manager, Consultation & Training [jflorence@artsaccess.com.au](mailto:jflorence@artsaccess.com.au) or phone us 03 9699 8299 (voice only)/ 0401 224 864 (text or voice) if you would like more information or have any question about the position.

# Major Tasks and Reporting Roles

## Major Tasks

* Coordinate project planning in consultation with the Manager, Consultation and Training and the CEO/AD to ensure initiatives meet the needs of end users and other key stakeholders
* Prepare plans in consultation with Manager, Consultation and Training ie Disability, Action Plans, Equity plans
* Establish project reference groups as required with representatives from the consumer, creative industries and other stakeholders
* Work with Arts Access Victoria team on the promotion and development of consultation and training documents and resources for AAV and the sector
* Maintain effective project schedules, records and documentation
* Prepare regular reports and updates on the progress of projects
* Other duties as required.

## Reporting Relationships

This role works primarily with the Consultation and Training team. It will interface with all staff of the organisation.

CEO – Joshua Pether

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Manager, Consultation and Training– Janice Florence

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Coordinator, Consultation and Training

The position is a member of the consultation and training team, reporting to the Manager, Consultation and Training, and works closely with the Administration Coordinator, Chief Executive Officer, Manager, Artist Support Services, Manager, Digital Innovation, Coordinator Marketing and Communication and internal and external staff and stakeholders.

# Selection Criteria

## Essential

* A lived experience of disability and a strong understanding of social model of disability
* Cert 4 Training and Assessment or equivalent qualification or experience
* Familiarity with relevant database development and information management
* Excellent written and communication skills.
* Comprehensive Microsoft 365 suite skills, including MS Word, Excel and Teams Demonstrated ability/experience in project management
* Demonstrated ability/experience in delivering training
* Ability to creatively solve problems through discussion, negotiation and teamwork.
* Confident to professionally represent AAV in a range of settings, as required
* Demonstrated ability to work both independently and as part of a team
* Demonstrated ability to liaise with a range of stakeholders, particularly within the arts, disability and local government sectors.

## Desirable

* Identify as Deaf and/ or Disabled
* strong understanding of social model of disability
* Experience with, and knowledge of, the Victorian creative Industries
* Experience with and knowledge of government, creative industries and the disability sector
* Skills in research and evaluation, overseeing the standardised collection of data in training and consultation.

# Work Culture, safety, and screenings

## AAV Environment

We are committed to making AAV a friendly, relaxed and open workplace. Employees contribute organisation-wide, not just to their own program.

All AAV employees are expected to embrace our vision, purpose and values. All employees work towards creating equity in arts and culture for all Deaf and Disabled people.

We are committed to equity and inclusion. We strongly encourage Deaf and Disabled, First Nations, LGBTQIA+ and/or culturally and linguistically diverse people to apply.

If you require assistance with your application, please contact us. We can provide a position description in alternate formats if required.

## 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.

## Privacy And Confidentiality

We ensure that all files of personal information are kept secure at all times.

## Workplace Health and Safety

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

All employees have some responsibility in making sure AAV 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 AAV to make sure it remains a safe and healthy place to work.

# About Arts Access Victoria

We started in 1974 and is the peak body for arts and disability in Victoria.

We are a disability-led organisation that plays a vital role in state, national and international Arts and Culture.

We are the leading force behind a more accessible Arts and Culture sector.

We produce and platform Deaf and Disabled artists, arts workers and creatives work.

Our purpose is to lead cultural equity for all Deaf and Disabled people.

At AAV we:

* Raise the profile and participation of Deaf and Disabled people in the creative industries.
* Ensure Deaf and Disabled people are in all creative industries as participants, audiences, artists, cultural innovators, influencers and leaders.
* Transform the way the creative industries engage with Deaf and Disabled people.
* Believe that art can lead to cultural, economic, personal and political change.
* Support the development of a vibrant Arts and Culture sector that reflects our society in every way. Where Deaf and Disabled people are in every part of creative industries.
* Work to create change and increase Deaf and Disabled people’s participation in the Arts and Culture.

You can find out more about [AAV on our website](http://artsaccess.com.au).

# Sign

Signed:

Name:

Title:

Date: