

MULTICULTURAL ARTS VICTORIA



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PROJECT OFFICER EMERGE BENDIGO



POSITION: PROJECT OFFICER EMERGE BENDIGO

Background

Multicultural Arts Victoria (MAV) is the peak arts organisation in Victoria promoting culturally diverse arts. MAV was established in 1983 to provide specialised services, advice and assistance to individuals, groups, organisations and communities. The Victorian Government funds MAV through Creative Victoria and the Federal Government through the Australia Council. Additional project funding is sought from Local government, foundations and institutions. MAV is a not for profit membership based organisation and has a Board of Management elected by membership. MAV has a small but committed staff team including casual staff and volunteers.

Emerge Cultural Hubs - Description

The *Emerge Cultural Hubs* are dynamic evolving networks that are being established by MAV to support emerging, and refugee and Indigenous communities within local and regional communities by MAV

The *Emerge Cultural Hubs* include the communities themselves, and other stakeholders, such as local council, artists, arts workers, ethnic communities' councils and education providers. The aim of the Hubs is to reach the disengaged through an inclusive quality arts and mentoring program. Resources and opportunities identified in and by the local communities can be utilised in the program, such as spaces, festivals, projects and venues that can connect to the wider community and provide a platform for social change.

Emerge Cultural Hubs is a capacity building and social inclusion program run in conjunction with the *Emerge Cultural Leadership* project funded by Gandel Foundation.

The aim of the Hubs program is to reach disadvantaged refugee and emerging artists and communities through an inclusive quality arts leadership and mentoring program. MAV aims to develop cultural hubs in regional and outer metro target areas which support a high quality cultural mentoring, leadership & cultural development.

Current target areas:

- Brimbank
- Yarra
- Wyndham
- Shepparton
- Bendigo
- Whittlesea
- Dandenong
- Maribyrnong



POSITION: PROJECT OFFICER EMERGE BENDIGO

CLASSIFICATION: Community and Cultural Development Worker

POSITION OBJECTIVES:

To facilitate, empower and engage currently disadvantaged refugee artists and communities in gaining access to arts and cultural life in Victoria.

To overcome disadvantage and inequity through the arts by building skills, leadership, networks and capacity.

REPORTING RELATIONSHIPS:

Reports to: Chief Executive Officer

Directly reports to: General Manager

Internal relationships:

- MAV Regional Hubs officer
- MAV staff and communities

External relationships

- The City of Greater Bendigo
- Loddon Campaspe Multicultural Services
- Dja Dja Wurrung Aboriginal Corporation Inc.
- LaTrobe University International Students Office
- Believe in Bendigo
- Bendigo Community Health Settlement Services
- Bendigo Interfaith Council
- Regional Centre for Culture
- Creative Victoria

Salary range: Pro rata \$52,000 + super (9%)

Position Part Time - 3 days per week

Essential qualifications: Completion of relevant education and/or relevant experience with proven track record involving working with emerging artists, culturally diverse and former refugee communities.



KEY RESPONSIBILITIES AND DUTIES:

The key program areas that the Project Officer will be responsible for are:

- convening, coordinating and administering the Bendigo Emerge Cultural Hub and Steering Committee meetings in consultation with MAV Regional Coordinator, Anita Larkin and MAV General Manager, Andy Miller;
- networking and convening community consultations and gatherings;
- scoping the program, developing a forward calendar, developing milestones for the project including outcomes listed in the Memorandum of Understanding (MOU) between the City of Greater Bendigo and MAV;
- preparing program progress reports for key partners and sponsors including: *Creative Victoria, Australia Council, Office of Multicultural Affairs and Citizenship (OMAC), and the City of Greater Bendigo;*
- updating key partners on the program and the progress of the project;
- promoting the Emerge Cultural Hubs & associated arts and cultural activity through local government, other relevant groups and organisations and in the community;
- facilitating support for the Emerge program, where required, through additional funding applications and opportunities;
- managing the program budget and auspiced community project budgets;
- locating, consulting and providing support for refugee and emerging artists and communities;
- seeking opportunities, as they arise to mentor artists and communities members.

The Project Officer will also facilitate aspects of the Emerge program in collaboration with MAV including:

- development of Emerge program guidelines and timelines;
- broad promotion of the program;
- involving emerging and refugee people via relevant agencies
- achieving the program outcomes
- meeting program and acquittal timelines.

The crucial element of this program is the involvement and participation of people from newly arrived and emerging communities in the project, with a specific emphasis on engaging artists and cultural practitioners.

In conjunction with the MAV CEO, GM and Regional MAV Coordinator, this may be achieved through consultations, workshops and incentives to encourage participation.

General Management

The specific objectives of the position are to:

- facilitate the Bendigo Emerge Hub and leadership program in conjunction with Emerge Regional Officer and General Manager
- liaise with the *Enlighten (2018)** project and the *Regional Centre for Culture*** creative producers;
- identify, liaise and coordinate appropriate refugee artists and communities relevant to project needs;
- achieve the program objectives within budget and timelines;
- ensure appropriate community consultation and participation;
- develop and facilitate partnerships between the arts and wider communities, cultural industries and the government sector to advance cultural activities for emerging communities;
- maximise government and private sector funding opportunities for arts and cultural development for Culturally and Linguistically Diverse (CALD) and former refugee communities;
- manage the effective operation of advisory processes, including the resourcing and support of the *Emerge Program*; and
- develop appropriate strategies to promote program activities.

SELECTION CRITERIA

- Demonstrated understanding and commitment to community cultural development and participation processes for refugee and emerging culturally diverse communities;
- Sound networking and interpersonal skills in community consultation;
- Understanding of multicultural arts and the cultural industry;
- Demonstrated ability to initiate and facilitate individual artists and community cultural arts projects;
- Experience in successfully working with refugee or CALD artists/communities;
- Demonstrated ability to produce public art events.

**The Enlighten project (2016) targeted young people 15 to 25 with an interest in cultural diversity, religious freedom and human rights to develop sound and light projections and installations throughout Bendigo.*

*** An initiative of the Victorian State Government, the Regional Centre for Culture program will focus on a specific geographical area, shining a spotlight on local creativity, culture and events. The program will also include specially commissioned artworks, activities and community-based projects by local artists as well as leading Victorian creative practitioners. The inaugural Regional Centre for Culture in 2018 is to be held in one of Victoria's key regional cultural hubs, encompassing the City of Greater Bendigo, Mount Alexander Shire, Central Goldfields Shire and Hepburn Shire.*



SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrated experience and skills in community cultural development & arts project management
- Knowledge and understanding of cultural diversity and of the values, traditions, religions and dynamics of diverse communities.
- Demonstrated experience working within refugee artists and communities, community organisations in collaborative partnerships.
- Strong skills in networking and excellent skills in communication across diverse communities.
- Demonstrated ability to work autonomously,
- Demonstrated skills in the documentation, evaluation and reporting of projects.
- Sound, effective presentation skills through public presentations, media relations and communication strategies.
- Ability to seek input from and negotiate with key stakeholders of the project to gain support and sustainable benefits for the project.
- Ability to write submissions, reports and seek additional funding resources.
- A sound understanding and knowledge of policies including Local, State and Federal arts and multicultural policies.



MANAGEMENT SKILLS

- Priority setting and ability to achieve objectives within set timeframes and conflicting pressures.
- Ability to maintain confidentiality on information disseminated and obtained.
- Ability to handle a variety of complex issues concurrently with minimal supervision.
- Ability to provide timely reports within specific targets and deadlines.
- Ability to work independently and as part of a team.

INTERPERSONAL SKILLS

- Ability to negotiate, influence and gain co-operation and assistance from a diverse range of stakeholders.
- High level written and oral communication skills (fluency in a second language is desirable).

Other conditions

The position will be employed by Multicultural Arts Victoria and will be required to travel to Melbourne and regionally when required. Multicultural Arts Victoria will negotiate with the successful candidate where the position is to be based.

As part of the normal duties of this position, the successful candidate will also be required to work evenings and or/weekends where required.

Desirable

- Current driver's license
- Ability to speak a relevant community language