

Queensland's leading visual arts development organisation seeks star arts administrator with exceptional interpersonal skills to deliver core program.

About the Role - *By Request* Program Lead

The *By Request* Program Lead effectively and efficiently fills requests from a diverse range of clients/customers and coordinates a wide variety of visual arts workshops, professional development and projects into schools and creative communities in metropolitan, rural, remote and regional Queensland.

An excellent communicator, you will coordinate a team of 50+ visual artists, arts educators and arts facilitators and look after their bookings and travel arrangements.

You will be an organised and flexible multi-tasker who thrives in a database heavy environment with exceptional attention to detail, adept at processing enquiries, producing quotes, finalising bookings and logistics.

As the 'By Request' Program Lead, you will work both independently and as a member of a small dynamic team, under the direction of the Executive Officer, to plan, coordinate, monitor and evaluate the *By Request* Program.

Key clients include: schools, local government, youth services, art groups, cultural organisations and community services.

Duties and Responsibilities

- Contribute to planning and delivery of annual professional development program as part of the program team
- Coordination and administration of annual *By Request* Program including:
 - annual recruitment and selection of touring artist/ facilitators
 - professional development services and activities for artists and artswokers, young artists, educators, and creative communities
 - Small Schools Fund (SSF)
 - Support role to the administration of the Regional Arts Fund.
- Coordinate and administrate all aspects of *By Request* bookings
 - Preparation of workshop and project outlines for clients
 - Costing and quoting program enquiries
 - Liaison with artists/facilitators
 - Liaison with clients including schools, local government, regional arts organisations and groups, non-arts providers
 - Booking and scheduling of travel and accommodation
 - Preparation and distribution of itineraries
 - Coordination of evaluation surveys, data collection and feedback
 - Database management
 - Assessing funding applications
- Preparing reports on program activities for internal and external stakeholders

Knowledge, Skills, and Abilities

- High level interpersonal communications skills with exceptional customer service ethic
- Highly process-oriented, with strong organisational and administration skills including database entry and management

- Knowledge of the visual and media arts
- Awareness of the education and/or training sector including the Australian National Curriculum
- Booking confirmation and artist/facilitator contract preparation
- Knowledge of modern office procedures and business communication, including email and phone communication, record keeping, formal letters, invoice and payment procedures and report writing
- Advanced proficiency with a PC computer and various software packages including Windows and MS Office including Word, Excel, and Outlook, and in particular proficiency with Access database.
- Ability to liaise and work effectively with diverse service providers and client groups
- Ability to work fluently between multiple tasks
- Ability to establish priorities, work independently and proceed with objectives without supervision
- Ability to handle and resolve recurring problems and work well under pressure.
- Ability to work in a small team in a fast-paced office environment

Shared Values Required for Success

- Collaboration
- Respect
- Sustainability
- Flexibility

Key Selection Criteria

Essential

- Tertiary qualifications in the Arts/Arts Administration or equivalent as well as knowledge of and experience in the visual arts
- Demonstrated experience in high level administration and logistics coordination with exceptional organisational and time management skills
- Experience in workshop/event/project coordination
- Awareness of contemporary arts education curriculum and practice and/or knowledge of the education/training sector
- First class customer service ethos and high level inter-personal communication skills
- Demonstrated ability to work effectively in a small dynamic and agile team, to work collaboratively and share knowledge

Desirable

- Knowledge of Regional and Remote Queensland
- Qualifications in Education and/or training
- Experience in funding application processes

Other Requirements

- Current Driver's Licence (preferable);
- A permanent right to work in Australia; and
- Ability to work outside regular office hours if and as required

Additional Benefits: 9.5 % superannuation; 10 days pa personal leave pro rata; 20 days pa annual leave pro rata, time off in lieu of extra hours worked by agreement

Location: Judith Wright Centre of Contemporary Arts, Fortitude Valley, Brisbane

Direct Reports: touring artists/ facilitators (contractors)

About Flying Arts

Flying Arts Alliance connects with artists, educators and communities. We inspire the appreciation, practice and professional development of visual arts as a lifetime interest or career. We do this by developing and facilitating contemporary art and cultural practice in remote, rural and regional Queensland.

Flying Arts Alliance is unique. We work to remove the barriers that prevent access to art experiences and initiatives while enabling communities to develop local creative capital.

Our *By Request Program* delivers services directly to communities throughout Queensland rather than expecting people to travel to major centres. Schools and creative communities, such as art groups, organisations, festivals, local governments and galleries, have access to our touring exhibitions, workshops, residencies, events and projects.

Individual artists and educators can connect with our comprehensive range of professional development opportunities to expand their abilities, explore career options, increase business acumen and extend teaching capabilities.

Our model is successful because we support the development of individual artists and the communities in which they live and work. We assist educators to provide quality art experiences in the classroom and support them to mentor the next generation of young artists. We facilitate art experiences, creative initiatives and exhibitions for communities across Queensland.

Our mode of delivery is distinct because it is demand-driven and responsive to the needs of those its services. Flying Arts Alliance is highly regarded across Queensland and has built a reputation for quality and excellence in the visual arts over 47 years.

How to apply

Applications are due 12pm (AEST) Monday 3 September. Applications should consist of 1) a one-page cover letter, 2) your statement against selection criteria, and 3) a brief CV including the contact details of two professional referees.

Selection criteria are outlined in the Position Description above. Applications which do not address the selection criteria will not be considered. Applicants must be an Australian resident or hold a current, appropriate working visa.

Ideally the successful applicant will be available to commence on or before 1 October 2018.

Applications should be emailed to Kerryanne Farrer, CEO – ceo@flyingarts.org.au