

POSITION DESCRIPTION

ARTS PROJECT AUSTRALIA

POSITION TITLE	Staff Artist – Specialist (Professional Practice Program)
POSITION TERMS	Permanent part time
EBA CLASSIFICATION	Level C, Grade 1, 2 and 3
LOCATION	Level 1, Collingwood Yards, 35 Johnston St, Collingwood and 24 High Street Northcote, Victoria on the lands of the Wurundjeri woi-wurrung with regular off-site field trips (and other locations for special events as directed from time to time)
REPORTS TO	Studio Manager
STAFF SUPERVISED	Some volunteers
BUDGET RESPONSIBILITY	Up to \$10,000
SALARY RANGE	\$47.12 – \$49.41 per hour + superannuation and option of salary sacrificing

POSITION PURPOSE

The Staff Artist Specialist delivers a high-quality, participatory visual art program in a particular specialist field for neurodivergent people and people living with intellectual disabilities. The key duties are to:

- Facilitate the Specialist Art Program as noted above.
- Actively work with artists and team members to develop individually tailored programs and experiences that encourage diverse, high-quality, distinctive artistic outcomes.
- Contribute to the development of the Artist's Individual Goals and facilitate the outcomes and review process.
- Actively promote a productive, creative and inclusive studio environment that supports Arts Project vision, values, principles, and practices.
- Contribute to best practice studio management and administration, and actively engage in the development of organisational strategies, plans, and key initiatives.

ABOUT ARTS PROJECT AUSTRALIA

Arts Project Australia is an internationally leading visual arts organisation that champions neurodivergent artists and artists with intellectual disability. Our vision is to see neurodivergent artists boldly shaping the future of contemporary art.

Through our studio program, exhibition opportunities, and professional development pathways, we empower Arts Project artists to develop their practice and build meaningful careers in the contemporary arts sector. Currently, we work with more than 150 emerging, mid-career and established artists, encouraging meaningful artistic exchange between Arts Project and external artists and supporting participation in the contemporary art sector.

APA offers a unique, creative, and stimulating work environment for both staff and studio artists, fostering inclusivity and artistic innovation.

ARTS PROJECT STAKEHOLDERS

Internal: APA artists, their families and support workers, staff, and volunteers

External: Contemporary art sector (artists, galleries, collectors), disability service providers, peer studios, commercial collaborators

POSITION RESPONSIBILITIES

FOCUS	RESPONSIBILITY	FREQUENCY
Culture & Leadership	• Artists are offered positive and rewarding creative experiences that promote the individual's health and wellbeing.	Ongoing
	• Arts Project vision, values, principles, and practices are demonstrated and visible to stakeholders.	Ongoing
	• Artists are treated with respect and dignity, and their artwork is valued and respected.	Ongoing
	• Duty of care to artists is prioritised including responding to artists' behaviour supports and personal care needs	Ongoing
	• Arts Project's profile enhanced and opportunities for networks in the sector are achieved.	As required
	• Grievances and conflict are addressed promptly and managed satisfactorily.	As required
	• Key performance indicators are regularly and satisfactorily achieved.	Ongoing
Arts Program Management	• Specialist Program is efficiently and effectively managed.	Ongoing
	• Administrative requirements of the program are managed including adherence to budget.	Ongoing
	• Work with artists and team members to facilitate individual artistic outcomes for the artists.	Ongoing
	• Artist's goals are developed collaboratively with them, and outcomes are achieved.	Ongoing
	• Lead the Artist's Folio Reviews for the Program and any requested follow-up meetings.	Quarterly
	• Communicate effectively and maintain good working relationships with colleagues, artists, and artists' families and support networks.	Ongoing
	• Daily routines and setup procedures are undertaken in a timely and efficient manner.	Ongoing
	• Volunteers and new staff are supported.	As required
	• Successful workshops/events/field trips are organised and undertaken.	As required
	• Individualised projects for artists are recommended, developed, and supported.	As required

	<ul style="list-style-type: none"> Well-prepared exhibition proposals are submitted on time and followed through to completion. 	As required
	<ul style="list-style-type: none"> Grievances and conflict are managed satisfactorily 	As Required
Resource Management	<ul style="list-style-type: none"> Studio equipment, supplies, mediums, and materials are planned for and available to artists when requested. 	Ongoing
	<ul style="list-style-type: none"> Studio property, equipment, and materials are maintained, safe and secure, and used efficiently. 	Ongoing
	<ul style="list-style-type: none"> Work and storage areas are clean, organised, and tidy. 	Ongoing
	<ul style="list-style-type: none"> Accurate and timely documentation of all finished artwork is achieved with artworks labelled, stored, and filed appropriately. 	Ongoing
Sustainable Organisation	<ul style="list-style-type: none"> New initiatives and improvements are introduced 	As required
	<ul style="list-style-type: none"> Actively promote a safe, healthy, and environmentally sustainable workplace and public environment. 	Ongoing
	<ul style="list-style-type: none"> Sustainable practices and activities are promoted and encouraged. 	Ongoing
	<ul style="list-style-type: none"> Undertake other duties as directed by the Studio Manager. 	As required
	<ul style="list-style-type: none"> Participate in professional development. 	As required
	<ul style="list-style-type: none"> Actively practice and promote positive Occupational Health and Safety (OHS). 	Ongoing
Continuous Improvement	<ul style="list-style-type: none"> All relevant statutory and organisational policies and procedures are complied with, including funding body requirements. 	As required
	<ul style="list-style-type: none"> Actively engage in continuous improvement. 	As required
	<ul style="list-style-type: none"> Ensure artists and visitors comply with all Arts Project policies, practices, procedures. 	Ongoing

There is a six-month probation period for this position, and performance reviews are conducted annually.

SELECTION CRITERIA

Essential Knowledge, Skills & Abilities

- Tertiary qualifications in visual arts or equivalent
- An in-depth knowledge of the relevant specialist field
- High level technical and artistic skills in relevant specialist field
- Experience working in either the arts, disability or community development sector
- Ability to work effectively in a collaborative team environment
- Excellent organisation skills and experience managing program budgets
- Outstanding interpersonal and communication skills
- The ability to lead, support, mentor and motivate individuals in the creative process
- Capacity to communicate effectively with neurodivergent individuals
- A commitment to engaging meaningfully with Arts Project artists, their families and the broader APA community
- Demonstrated positive OH&S practices.

Desirable Knowledge, Skills & Abilities

- Proficiency in Salesforce
- Current Victorian driver's license.

Successful applicants will require a:

- Current Working with Children Check.
- NDIS Workers Screen Check (clearance on the disability workers exclusion scheme database).

APA values diversity in the workplace. People with disability, Aboriginal and Torres Strait Islander people, LGBTIQ+ people and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.