



Platform Arts Hub Manager

Arts OutWest, in partnership with Blayney Town Association and Blayney Shire Council, is seeking an arts manager with the skills to curate a cross-media program of arts activities including the exhibiting and selling of work. The Platform Arts Hub Manager will understand how to work with professional artists, hobbyists, community groups and council, working to create a sustainable financial model for the ongoing functions of the arts hub. The position is initially offered as a 1 year contract, with the possibility of continuing beyond 2021 if further funding or income is secured.

Organisation overview

A new arts hub has just been created in the small town of Blayney in the NSW Central West. After a complete restoration by Sydney Trains of the heritage buildings on Blayney Railway Station, this community-based centre is now looking for a part-time manager to realise the opportunity for using the space for community and cultural engagement. Platform's vision is to become a multi-functional community arts hub for the local community and tourists alike, with the goal to become a financially sustainable organisation.

Blayney is located three and a half hours drive west of Sydney, around half an hour's drive from both Bathurst and Orange. Blayney Shire is made up of eight villages with a population of more than 7,000.

Platform Arts Hub is a project of Blayney Town Association working in partnership with Blayney Shire Council and Arts OutWest. The new position of Platform Arts Hub Manager will be employed by Arts OutWest but will also be accountable to Blayney Town Association (BTA). Arts OutWest is the Regional Arts Development Organisation (RADO) covering 11 LGAS in the NSW Central West region (www.artsoutwest.org.au). The position is primarily being funded through a FRRR's *Tackling Tough Times* grant.

Position overview

The Platform Arts Hub Manager is responsible for the strategic and operational management of Platform Arts Hub. Working with the BTA Board and the Platform Steering Committee, volunteers and the community, the Manager's goal is to transform Blayney



Railway Station into a financially sustainable cultural and creative precinct for Blayney Shire. This will include working to attract new funding sources, developing the public programs, building a team of volunteers to deliver the programs, and overseeing the finances, marketing and administration of the program.

The position will be based at Blayney Platform Arts Hub, but will have the resources of Arts OutWest (based in Bathurst) on hand to assist in delivery, including working with our Communications team, Finance Manager and linking to our Project Officers in Aboriginal arts, arts and health, music support and cultural tourism. This includes a weekly online staff meeting.

The position is 14 hours a week with some flexibility about the choice of days worked. Some weekend work may be required.

Position details

Title: Platform Manager

Reports to: Arts OutWest Executive Director.

The Platform Arts Hub Manager will also need to respond to Blayney Town Association through the Platform Steering Committee. The Platform Arts Hub Manger will also be expected to liaise closely with staff at Blayney Shire Council.

Days: 14 hours per week

Salary: The position will be paid at the rate of \$33 an hour (pro-rata on a FTE of \$60,060 per annum). Superannuation will be paid additional to this amount.

Key responsibilities

- Work to realise strategic direction outlined by the Platform Steering Committee.
- Design and implement the creative and cultural program.
- Project manage agreed projects including scheduling, organising venue, risk assessments, etc.
- Manage the budget of Platform Arts Hub.



- Meet with individuals and communities in the region to develop and support projects.
- Co-ordinate media/communication/marketing planning and delivery, supported by the Arts OutWest communications staff.
- Develop, recruit, train and manage a team of volunteers.
- Act as the public face of Platform Arts Hub.
- Co-ordinate the contracting of artists, supported by Arts OutWest staff.
- Take responsibility for monitoring and reporting of projects and contribute to the acquittal of project funding.
- Assist in seeking funding for further projects.

Selection criteria

Please send your application including CV, cover letter and document addressing selection criteria below to:

- Record of achievement in a relevant or associated role.
- Management experience (staff, governance, finance, funding and infrastructure).
- Success in funding, fundraising and partnership development.
- Experience in multi-disciplinary arts programming and commitment to community cultural development.
- Superior networking skills and communication, including verbal and written skills appropriate to a range of settings, reporting, documenting and computer skills.
- Ability to work independently while taking direction from Board members.
- Proven ability to plan, organise, and set objectives and priorities.

Desirable

- Relevant qualifications (arts, business)
- Knowledge of arts in the Central West region of New South Wales
- Experience managing website and social media content.

Period of Employment

The position is initially offered as a one-year contract starting January 2021. The employee will be eligible for paid leave.

The Project Officer will work 14 hours a week.



Salary

The salary is \$22,638 per annum (\$33.00 per hour), plus superannuation which will be paid additional to this, starting at a rate of 9.5%.

Application process

Applicants must submit an application by email addressing the selection criteria and demonstrating how your experience is relevant to the position and its selection criteria. A brief current CV must also be submitted. The names and contact details of two referees are required.

Shortlisted candidates will be asked to attend an interview in Blayney in January and will be asked the successful applicant will be asked to start work as soon as possible after that.

Send applications by email to:

Email: artsoutwest@csu.edu.au

Applications must be received by **5pm, Friday 18th December 2020.**