



Building Strong Connections: Newstead Arts Hub

Project Officer Role

The Newstead Arts Hub is seeking to engage a suitably qualified / experienced Project Officer for a five month project that is supported by the Mount Alexander Shire Council's Community Grants Program.

Our project aims to expand our connections to the local community, arts organisations, artists and audiences. The role is detailed below.

THE NEWSTEAD ARTS HUB

The Newstead Arts Hub, a priority in the Newstead Community Plan 2013, opened in 2016 through funding from VicTrack's Community Vacant Use program. The Arts Hub is managed by a sub-committee of Newstead 2021 Inc.

Since its establishment, the Arts Hub has hosted more than 25 month-long exhibitions, held a variety of workshops, and facilitated a range of community forums. The Arts Hub is a community space through which Newstead can further embed itself as a welcoming art-rich community that provides opportunities for creativity.

THE PROJECT

The Building Strong Connections project aims to build the capacity of the Arts Hub to engage effectively with its stakeholders and users for the benefit of the local community and those who visit. We think that engagement opportunities can be further realised by expanding our networks and relationships, developing quality engagement/communication tools, stronger promotion of the Arts Hub's arts and other activities, and maximising use of all the spaces at the Arts Hub.

Specific project outcomes will include:

- to develop a better understanding of the needs of Arts Hub exhibitors, visitors and other users
- to establish how the Arts Hub can build and sustain links with arts organisations and potential partners regionally
- to explore opportunities for more community-based arts and creative activities and expanding the diversity of people who participate in them, and
- to develop existing tools for engagement via the Arts Hub website and social media platforms and to identify new and emerging communication tools.

THE PROJECT OFFICER ROLE

The Project Officer we are seeking will have the skills necessary to understand the Project and its intended outcomes, and to design and implement opportunities for the increased engagement to be achieved. With support from the sub-committee, the Project Officer will lead the Project and deliver the Project outcomes.

The Project Officer will be appointed for a period from late July to mid December 2019 (20-22 weeks). Funding allows for a total of 144 hours paid at a rate of \$40 per hour (including GST if applicable). The Project Officer would be engaged as a contractor and will need their own ABN, and to provide their own laptop and phone. The Project Officer will be based at the Arts Hub.

To successfully deliver this Project for the Arts Hub, the Project Officer will need to possess the following skills and attributes:

- strong skills in website design, function, content creation and promotion
- sound knowledge of common social media platforms and how they can be used effectively
- knowledge of the local and regional arts sectors
- good communication skills and experience, with the ability to make approaches to and establish professional relationships with people and organisations
- good administrative, research and reporting skills
- demonstrated capacity to complete projects and deliver outcomes on time and within allocated resources, and
- demonstrated capacity to use self-initiative and to work independently but also as part of a team, recognising that the volunteer Arts Hub committee will actively contribute to the project.

EXPRESSIONS OF INTEREST ARE NOW BEING ACCEPTED

Newstead Arts Hub welcomes expressions of interest (EOI) for this role.

Please provide a brief Expression of Interest (EOI) that focuses on your interest in the role, what you could contribute, and your skills in experience in relation to each of the desired skills and attributes (above). As well please include your full name, address, phone number, and Australian Business Number.

The hours per week and pattern of work may be varied for a preferred candidate. Please note that the role is not being offered as an employment opportunity.

Please forward your EOI by email to newsteadartshub@gmail.com or by post to PO Box 123, Newstead 3462 by Sunday 14 July 2019.

Further information about the project can be found on the Newstead Arts Hub website at newsteadartshub.org or by calling Geoff Park on 0418 138 632 or Julie Patey on 0408 528 536.