



GLENELG SHIRE COUNCIL
**Specification of Duties &
General Conditions of Appointment**



Position Title: Programming and Venue Coordinator (Full-time)

Introduction

Glenelg Shire Council's Arts and Culture Unit is seeking a suitably qualified and experienced Programming and Venue Coordinator. This full-time position is based in Portland.

You will be responsible for the coordination of planning, delivering and promoting an annual calendar of performing arts and cultural events within the Glenelg Shire Council region.

The role's key accountabilities include assisting with the programming and coordination of high quality performing arts and cultural events, audience development, raising the profile of ARTSglenelg and building the financial viability of the Portland Arts Centre. The position will also, in collaboration with the Arts and Culture Manager, coordinate touring and direct purchase theatre shows, assist in live music, film, competitions and collaborative programming with other GSC departments as well as community and professional groups.

You will have experience delivering successful professional, emerging and community based performing arts programs, possess knowledge of the Victorian / Australian performing arts sector and touring network along with excellent budget management and reporting skills. Working in a small supportive team, your and dynamic interpersonal and communication skills will ensure your success.

As an employee of GSC you will have access to ongoing professional development and a range of employee benefits designed to promote a positive work/life balance, including social club events, wellbeing initiatives, discounted gym membership and health insurance. GSC offers flexible working arrangements including access to a planned day off every four weeks.

Enquiries should be directed to Susie Lyons, Arts & Culture Manager on 03 5522 2301 or Melanie Bennett, HR Coordinator on 03 5522 2333.

Applications will be received until **2pm on Friday 14 July 2017**.

Council is an EEO employer and welcomes diversity in the workplace.

Organisational Structure

The successful applicant will be responsible to the Arts Centre Manager and lead by the Director Community Services.

Enclosures

1. Standard Conditions of Employment.
2. Position Description.
3. Privacy Statement.
4. Entitlement to Worker's Compensation Form.

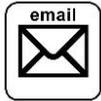


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Application Procedure



E-mail to: employment@glenelg.vic.gov.au

Applications are to be sent via email. If you do not receive an e-mail acknowledging your application within two working days please contact the Organisation Development Unit on 03 5522 2245. Council will not be responsible for documents that are corrupt and cannot be downloaded for processing.

All applications need to arrive before the closing date, as stated in the advertisement for the position. Applications are dealt with in the strictest confidence and in accordance with the Victorian *Privacy and Data Protection Act 2014*. Details contained in your application will not be conveyed to any person not directly connected with processing your application without your permission.

Canvass of Councillors or Officers, either directly or indirectly, will automatically disqualify the applicant.

I look forward to receiving your application for consideration

EDITH FARRELL

Director Community Services



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About Our Shire

Located in Victoria's South West, the Discovery Coast is the Western Gateway to the Great Ocean Road and its many natural and historic features, coupled with other unique attractions, make it a destination worth discovering.

Embracing an area of 6,212 kilometres, the Shire includes the City of Portland, townships of Heywood and Casterton and many small townships and localities. Rolling hills and rich agricultural land to the north give way to a scenic and secluded river region to the west, pine plantations line the roads through the hinterland, while a huge expanse of coastal beaches and rugged cliffs form the southern perimeter.

The Glenelg Shire is ideally located between Adelaide and Melbourne and services a large hinterland including the south east of South Australia, south west Victoria and the Wimmera Mallee. With an extensive interstate and local road network including the Princes and Henty Highways and access to the rail system, the Glenelg Shire is the perfect location for a diverse range of businesses and industries. The Shire's largest city, Portland has a deep water international port and the southern hemisphere's largest aluminium smelter.

About our Organisation

The organisation is led by the Chief Executive Officer, Greg Burgoyne and our Leadership Team comprises:

- Greg Burgoyne (Chief Executive Officer)
- Edith Farrell (Director, Community Services)
- Paul Healy (Director, Assets)
- Karena Prevett (Director, Corporate Services)
- Ann Kirkham (Organisational Development Manager)

As at 30 June 2016 Council's Staff Composition comprised 251.45 (effective full-time staff EFT).



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More about Our Shire

The map below outlines the extent of the Glenelg Shire. Additional information is available from our website www.glenelg.vic.gov.au





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1. Salary & Benefits

The salary range offered is Band 5, which currently has an annual gross salary range of Band 5 Level A \$64,291 to Band 5 Level D \$73,674. Negotiations for a new Enterprise Agreement are currently in progress and any salary increase identified during this process will be applied to this rate.

Salary and conditions of appointment will be in accordance with the Glenelg Shire Council's *Enterprise Agreement No. 6 – 2013*, including clause 33.12 "Employees, other than physical/community services employees engaged in community services" (as follows).

33.12 Employees, other than physical/community services employees engaged in community services

33.12.1 The ordinary hours of duty for employees who are engaged by the respondent to encourage, promote or conduct community pursuits and whose aim is the maintenance or improvement of general social and living standards with regard to family support services, income, welfare, employment, education, health, housing, children, youth, aged and domiciliary services, recreation, leisure, arts and culture and/or who is primarily concerned with the social and living standards in the community will be:

33.12.2 38 hours per week to be worked not more than nine hours per day in continuous periods (except for a meal break) on any five consecutive days of the calendar week; or

33.12.3 According to a roster agreed upon between the employer and/or employees and the employer, provided that the ordinary hours fixed by any such roster will not exceed 76 in any consecutive two week periods or 152 in any consecutive four week periods.

33.12.4 The ordinary hours of duty of an employee on any day when he/she is rostered for work will be the hours specified for that roster for that day.

33.12.5 Should there be any change made to the rostered hours the employee(s) concerned will be advised of the change at least 48 hours, or such lesser period as may be mutually agreed, in advance of the time at which such change is to be effected. Where that amount of notice as provided above has not been given, the employee working his or her altered hours will be entitled to payment at overtime rates for all hours worked that were not the agreed hours for that day before it was altered.

33.12.6 The provision as to overtime payment appearing above will not apply where the alteration has been made by employee(s) themselves by mutual agreement, and with the approval of their responsible supervisor, or on the direction of the respondent where the alteration has come about through circumstances beyond the respondent's control for which the respondent could not reasonably be held responsible.



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2. Superannuation

The Shire is required to make a statutory contribution to the scheme for the employee's benefit. The employee may also make a contribution. From 1 July 2014 the statutory contribution is 9.5% of the annual salary. Under the Enterprise Agreement the Local Authorities Superannuation Fund, known as Vision Super will be the Employer Default Fund.

Employees may choose to have contributions directed to any complying superannuation fund under the Superannuation Industry (Supervision) Act 1993. All employer superannuation contributions will be made by the employer to Vision Super, or to any other complying fund of the employee's choice.

3. Eligibility to Apply

To be eligible to apply for any position with the Glenelg Shire Council applicants must be an Australian or New Zealand citizen or have Permanent Resident Status or have a valid Working Visa.

4. Hours & Days of Work

The normal hours of work will be based on a 40 hour week. This system allows for approved rostered days off to be taken where the approved hours worked has exceeded 38. As a general guide, one rostered day off per month should be used.

5. Police Records Check & Working with Children Check Card

Applicants will be required to have Police Records Check & Working with Children Check card.

A satisfactory Police Records Check and valid Working with Children Check is an ongoing requirement of this position.

6. Annual Leave

The successful applicant will be entitled to four weeks annual leave per annum and 17.5% Leave Loading.

7. Sick Leave

On commencement of service the employee will be granted a sick leave credit of one day of ordinary pay. On the first day of the second month of service the employee will be granted a sick leave credit of eleven days of ordinary pay.

On completion of one year's service and each year's service thereafter, further sick leave credits of twelve days will accrue without limitation.



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8. Salary Sacrifice

Salary sacrifice options include superannuation, employee's children's attendance at Council's Childcare Centres and membership at the Portland Leisure and Aquatic Centre. Exclusions apply and applicants must adhere to the terms and conditions contained in the Salary Sacrifice Policy.

9. Family Friendly Environment – Balancing Work & Family Commitments

Our Council is committed to providing a flexible and supportive working environment and flexible work arrangements, which enable and encourage employees to balance their work and family responsibilities and commitments.

10. Commitment to Training, Development & Multi-Skilling

Our Council is committed to providing on-going training and development for all employees to achieve multi-skilling, increase flexibility, enhance productivity and performance, achieve and maintain competitiveness, and to minimise the need to employ relieving staff.

11. Child Safe Standards Commitment

Glenelg Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse will be at the centre of our decision-making concerning children in our organisation.

Council has zero tolerance for child abuse and all allegations and safety concerns will be treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives. This approach is reflected in Council's Community Engagement Framework and Youth Charter.

12. Smoke Free Environment

The Council premises and vehicles are smoke free environments.

13. Equal Employment Opportunity & Charter of Human Rights & Responsibilities

The Council is committed to providing a workplace free of all forms of discrimination and harassment. It aims for equality of opportunity for all employees and is consistent with our policy of merit-based selection and fairness.

Council continues to have four trained Equal Opportunity Contact Officers and use its formal induction process for new employees to emphasise the importance of the Policy and the commitment of Council to Equal Opportunity principles and Human Rights Charter compliance.

The Glenelg Shire Council is an equal employment opportunity employer.

GLENELG SHIRE COUNCIL

POSITION DESCRIPTION

EMPLOYEE:	Vacant
POSITION TITLE:	Programming and Venue Coordinator
ACCOUNTABLE TO:	Director Community Services
DEPARTMENT:	Community Services
SECTION:	Arts and Culture Unit
DATE APPROVED:	6 June 2017
COMMENCED IN POSITION:	
AWARD CLASSIFICATION:	Band 5

This position is subject to the Glenelg Shire Council's Enterprise Agreement.

The Glenelg Shire Council is committed to the Human Rights principles and responsibilities of freedom, respect, equality and dignity. We will act compatibly, as far as practicable, with The *Charter of Human Rights and Responsibilities* by taking human rights into consideration when making laws, setting policies, providing services and to give human rights proper consideration in decision-making.

1. Position Objectives

- a) In conjunction with the Arts and Culture Manager implement the Arts and Culture program - performances, exhibitions, events and new proposals - which satisfy the parameters of Council's current Arts and Culture Strategy 2016-2020.
- b) To coordinate operations of the Portland Arts Centre, including Front of House and Box Office
- c) To support and collaborate with the Arts and Culture Manager (A&CM)

2. Key Responsibilities & Performance Standards

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

Programming Coordination

- a) In conjunction with the Arts and Culture Manager, coordinate programming, planning and delivery of annual Arts and Culture program.
- b) Provide input into programming ideas and decisions.
- c) Develop and deliver marketing and promotional initiatives in all media – print (season program), digital (email campaigns, website management), and social (regular updates and campaigns)
- d) Development regular media and publicity initiatives and seek innovative ways of promoting the program
- e) Seek opportunities to develop audiences, engagement initiatives and community partnerships
- f) Represent Council at relevant meetings, if and when required
- g) Provide support for and collaborate with Cultural Collection Officer as and when required

GLENELG SHIRE COUNCIL

POSITION DESCRIPTION

Venue Coordination (Portland Arts Centre)

- a) Manage general administration, enquiries and visitation
- b) Coordinator daily operation and external hire activities
- c) Coordinate production of printed marketing materials
- d) Liaise with production companies, tour coordinators and producers
- e) Coordinate management of contracts with artists, producers, tour coordinators, arts agencies, and consultants
- f) Prepare performance acquittals for producers and our records
- g) Provide finance support to Unit in preparation of purchase orders and debtor invoices and credit card management
- h) Provide support for Twilight Cinema operation
- i) Coordinate Front of House and Box Office operations
- j) With Technical Services Coordinator, ensure the safety of patrons, volunteers and staff through implementation and enforcement of OH&S, safety and emergency procedures.
- k) Provide support for delivery of exhibitions program
- l) Coordinate presentation of performances in the PAC and in other locations as and when required
- m) Maintain regular contact with Facilities and Building Maintenance Staff
- n) Provide excellent customer service and adhere to Council's customer service charter
- o) Open and close the venue.

Front of House / Box Office Management

- a) Oversee all aspects of the Front of House including Box Office, as well as other venues used in Council presented events, including:
 - OH&S
 - merchandise sales and stock management
 - performance, function and events management
 - ticket sales
 - patron management, data collection and reporting
 - money management
- b) Manage, supervise and train (using SABO ticketing system) all FOH/ Box Office Staff

The Manager may direct the Officer to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base. The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

3. Confidentiality

The Officer must not, whether during or after the Officer's employment with the Council, make any improper disclosure or use of:

- a) Any information or trade secrets of the Council;
- b) The position of the Council or of any Councillor or Council Officer on any confidential matter; or any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer's best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

GLENELG SHIRE COUNCIL

POSITION DESCRIPTION

4. Organisational Relationships

REPORTS TO:	Arts & Culture Manager
SUPERVISES:	Front of House Staff Volunteers
INTERNAL LIAISONS:	Technical Services Coordinator Cultural Collection Officer Community Services Staff Community Grants Officer School Holiday Program Coordinator Other Council Staff
EXTERNAL LIAISONS:	Ratepayers / residents / Visitors Local Cultural / Arts-related Groups Victorian Association of Performing Arts Centres Australian Performing Arts Centres Association Creative Arts Facilitator Regional Arts Victoria Local Businesses and Community Groups Commercial Producers and/or Agents

5. Accountability & Extent of Authority

- a) Under the guidance of the Manager, responsible for the day-to-day operation of the Portland Arts Centre, collaborating with Arts & Culture Manager on the implementation and coordination of Arts and Culture Unit programs provided by the Glenelg Shire – the parameters of which are defined by the current Arts and Culture Strategy (2016-2020) – and developing and implementing of appropriate marketing strategies to promote the Shire-wide Arts program.
- b) Responsible for identifying customers' needs relating to arts/cultural matters, and the implementation of an appropriate Shire-wide Arts program.
- c) Accountable to the Arts & Culture Manager, or nominated officer, for meeting agreed performance objectives, budgets and clear goals
- d) Ensure that all duties and responsibilities are carried out in accordance with Council policies, procedures and delegations.
- e) Responsible for the supervision and coordination of the Arts and Culture Unit activities, including Front of House and Box Office Staff.
- f) Responsible for making routine decisions for the efficient and effective performance of such duties in accordance with stated Council policies and guidelines.
- g) The extent of authority for the position is in accordance with the Council specific guidelines, policies, and procedures relevant to the position.

6. Judgement & Decision Making

- a) Ability to prioritise and action work to be undertaken in accordance with established policies, procedures and legislation.
- b) Discretion may need to be exercised when handling certain types of correspondence and the supervision of staffing issues.
- c) Within the delegated responsibilities of the position, provide advice and guidance on related matters.
- d) Ability to determine the best route to ensure the resolution of an enquiry.
- e) Ability to solve problems, which may be complex and require some creativity and originality, within existing guidelines, knowledge and experience.
- f) Guidance and advice is available from the Arts & Culture Manager or other nominated officer usually within time to make a decision.

GLENELG SHIRE COUNCIL

POSITION DESCRIPTION

7. Management Skills

- a) Ability to set priorities and organise time to achieve specific tasks in the most efficient way within set timelines.
- b) Ability to manage and supervise a roster of casual Front of House / Box Office staff
- c) Ability to achieve objectives within a prescribed schedule and budget.
- d) Ability to prepare agendas and conduct meetings.
- e) Excellent oral and written communications skills, including report writing, presentation and public speaking skills.
- f) Ability to provide other Team Members with on-the-job guidance, advice and training on routine, technical, procedural or administrative matters.
- g) Understanding of and ability to comply with human resources management practices including Equal Employment Opportunity, Occupational Health and Safety and Risk Management.
- h) Ability to exercise initiative.

8. Specialist Skills & Knowledge

- a) Experience in working in a theatre or live performance environment
- b) Understanding of community engagement and audience development in the Arts
- c) Ability and willingness to effectively utilise the majority of software functions available on the SABO ticketing system.
- d) Written skills appropriate to the preparation of regular newsletters, other promotional and/or marketing materials, funding applications, reports.
- e) Excellent communication and listening skills.
- f) Ability to support the A&CM and/or other Council staff in the development of appropriate procedures and policies consistent with Council requirements.
- g) Ability to work without direct supervision and make decisions in accordance with policies and procedures.
- h) Proficient in software used within Council, especially the Microsoft Office suite of software applications, with additional knowledge in design, digital & social media and website management.
- i) Ability to exercise initiative and be flexible and have a desire to adapt to change

9. Interpersonal Skills

- a) Ability to gain cooperation and assistance from all levels of Council staff, clients and members of the public.
- b) Ability to deal discretely and tactfully with confidential and sensitive matters.
- c) Skills in verbal and written communications, enabling preparation of written correspondence and reports.
- d) Ability to work harmoniously within a team environment and promote a team approach.

10. Qualifications & Experience

- a) Tertiary Qualification (Business, Marketing, Communications, Arts or similar) or relevant experience with Certificate level qualification.
- b) Experience in the development of marketing plans and campaigns in the digital media space.
- c) Knowledge of or experience facilitating and/or implementing Community Arts projects is desirable.
- d) A current driver's licence is essential for this position.

GLENELG SHIRE COUNCIL

POSITION DESCRIPTION

11. Risk Management Responsibilities (including OHS)

The following items are the duties of each employee:

- a) To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- b) To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- c) Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- d) Not wilfully place at risk the health and safety of any person at the workplace
- e) Report all safety hazards and risk exposures, including theft and property damage, to their supervisor;
- f) Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
- g) All staff are required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.

12. Key Selection Criteria

- a) Tertiary Qualification (Business, Marketing, Communications, Arts or similar) or relevant experience with Certificate level qualification.
- b) Experience in the development of marketing plans and campaigns in the digital media space.
- c) Experience in working in theatre or live performance environment
- d) Understanding of community engagement and audience development in the Arts
- e) Knowledge of or experience facilitating and/or implementing Community Arts projects is desirable.
- f) Demonstrated exceptional communication and customer service skills
- g) Demonstrated ability preparing reports and other written correspondence to a high standard.
- h) Well-developed IT knowledge including Microsoft Office applications (Word, Excel, Outlook, Publisher), finance applications, website management and social media tools.
- i) Ability to implement and range of marketing strategies relevant to a Shire-wide Arts Program.
- j) Excellent time management skills.
- k) Ability to work harmoniously within a team environment and promote a team approach.
- l) Experience utilising a ticketing system is highly desirable.
- m) Experience supervising and motivating other staff is highly desirable.
- n) Current driver's licence.

13. Signed

.....
Employee's Signature

.....
Date

.....
Director's Signature

.....
Date



PLEASE TAKE TIME TO READ THIS FORM

PRIVACY STATEMENT

Making an application for this position requires that you consent to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position.

Under Information Privacy Principle 1.3 of the Victorian *Privacy and Data Protection Act 2014*, the Glenelg Shire has an obligation to explain how it will use all personal information that it may collect, to whom the Glenelg Shire may disclose the information, and how you can access this information. Access to the information can be arranged by contacting the Council's Privacy Officer:

***Manager Compliance and Corporate
Information***

***Glenelg Shire Council, PO Box 152,
Portland 3305***

At all times during the recruitment and selection process, the Chief Executive Officer will treat personal data in a highly confidential manner. All documents will be in secure storage and available only to members of the selection committee for the purpose of selecting the best person for the position.

In line with the Victorian *Public Records Act 1973* and *Equal Opportunity Act 1995*, all unsuccessful applicants' documentation will be permanently destroyed 12 months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed.

Successful applicant details become employment-related information and will be placed on the successful applicant's Personal File. The Glenelg Shire may release this personal information to third parties such as Vision Super Fund Pty Ltd, Victorian Workcover, Centrelink and the relevant Local Government Union for employment related purposes.

By receiving this form you acknowledge that the Glenelg Shire has made you aware of its policy on the storage of personal information, the purpose for its collection, and how to contact us to gain access to stored personal information.

**ENTITLEMENT TO WORKERS' COMPENSATION PURSUANT TO THE
WORKPLACE INJURY, REHABILITATION AND COMPENSATION ACT 2013**

Name of Prospective Employee: _____

Proposed Position: Programming and Venue Coordinator

Pursuant to Section 41 of the *Workplace Injury, Rehabilitation and Compensation Act 2013* (as amended);

1. You are advised that the nature of the position you have applied for with the Glenelg Shire Council will be as follows:- (description of job duties)

As per Position Description

2. You are requested to disclose all pre-existing injuries and diseases of which you are aware and that you expect may be affected by the nature of the employment as so advised in point 1 above.

Please note that Section 41 of the Workplace Injury, Rehabilitation and Compensation Act 2013 (as amended) will apply if you fail to disclose the information requested or if you make a false or misleading disclosure.

According to Section 41, any recurrence, aggravation, acceleration, exacerbation or deterioration of any pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the Glenelg Shire Council does not entitle you to compensation under the Workplace Injury, Rehabilitation and Compensation Act 2013 (as amended).

I acknowledge receipt of this document.

.....

Dated the day of 2017



GLENELG SHIRE COUNCIL

STAFF STRUCTURE

COMMUNITY SERVICES

