



**BURRINJA**  
Dandenong Ranges  
Community Cultural Centre  
351 Glenfern Road  
Upwey Vic 3158  
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e: [manager@burrinja.org.au](mailto:manager@burrinja.org.au)  
[www.burrinja.org.au](http://www.burrinja.org.au)

## COMMUNITY CULTURAL DEVELOPMENT OFFICER

### Burrinja

(Dandenong Ranges Community Cultural Centre Inc.)

#### ABOUT THE POSITION

This is a Part Time 24 hour per week maternity leave position, for a fixed term of 12 months only.

The **Community Cultural Development Officer (CCD)** plays a key role in the coordination and day to day project management and administration of community and cultural development events and projects both at Burrinja and within the region where supported by Burrinja. They will have experience in similar roles within an arts context, and will be able to demonstrate the ability to contribute to a small, dedicated and enthusiastic team.

They will be keen to work with the team to further arts, culture and community in the region, and demonstrate a commitment to excellent customer service and partnership liaison. The successful candidate will work with the Executive Director to develop new and innovative programs and strategies to further Burrinja's regional engagement with the community through arts and culture.

It is expected that **Community Cultural Development Officer** will be flexible in their allocation of weekly hours required to successfully deliver the responsibilities of the position. From time to time this will include evening and weekend work engaging with events, artists and community.

For further information regarding this position, contact the Executive Director, Ross Farnell on 03 9754 8723. For further information on Burrinja, visit [www.burrinja.org.au](http://www.burrinja.org.au)

#### APPLICATIONS

Please find enclosed a position description, including selection criteria, to assist you in the preparation of your application.

Please provide a brief cover letter, your resume and a statement addressing each of the selection criteria.

Please ensure that you include a phone number you can be contacted on during office hours.

Please include contact details for three (3) referees, at least two of which must be work related. (*Referees will only be contacted after a personal interview has been conducted.*)

Applications should state the position title, be marked Private & Confidential and be forwarded:

**To:** Dr Ross Farnell  
Executive Director

**Email:** [manager@burrinja.org.au](mailto:manager@burrinja.org.au) \*

**Postal:** Burrinja, 351 Glenfern Road  
UPWEY VIC 3158

#### APPLICATIONS MUST BE RECEIVED BY 12PM ON SUNDAY MAY 8, 2016

Applications will be short-listed for interview based on the Selection Criteria. Burrinja will appoint the role by late May with the position commencing late June.

\* **Emailed applications are preferred.** Email applications must be provided as a separate Word or PDF attachment. Email applications sent as message text in the email will not be accepted.

## Burrinja

Dandenong Ranges Community Cultural Centre Inc.

### Position Description

<b>Job Title:</b>	<b>Community Cultural Development Officer</b>	
<b>Status:</b>	Part Time	12 Month Fixed Term ( <b>Maternity Leave Position</b> )
	0.6 FTE	(24 hours per week)
<b>Salary Level:</b>	Hourly Rate as per \$55,000 p/annum FTE (\$27.80 p/h)	
<b>Reports To:</b>	Executive Director	
<b>Position created:</b>	2013	

### BURRINJA

Burrinja (the Dandenong Ranges Community Cultural Centre Inc) is a vibrant cultural centre offering a broad range of arts, cultural, performance, education and community related experiences that work toward its mission: ***Building community through arts.***

Burrinja encompasses visual and performing arts activities and events, an extensive public collection of Indigenous and oceanic art, 400 seat theatre, black box space, multiple gallery spaces, cultural education, artist studios, live music, community cultural development projects, rehearsal, making and meeting spaces, and Burrinja Cafe + Bar.

Burrinja, in partnership with Yarra Ranges Council, delivers a wide array of cultural services to the Dandenong Ranges region and beyond. The theatre combines entrepreneurial presentations, community and school productions with a range of commercial and other hire events, while three exhibition spaces and cultural development events ensures a vibrant visual and community arts program.

The position of *Community Cultural Development Officer* is an on-going role at Burrinja. The advertised position is for a fixed 12 month maternity leave position.

### POSITION OBJECTIVES

The *Community Cultural Development Officer (CCD)* will play a key role in the coordination and day to day project administration of community and cultural development events and projects both at Burrinja and within the region where supported by Burrinja.

The position will be primarily responsible for assisting the Executive Director in the administration and coordination of planning, developing and delivering a range of innovative and coordinated cultural development programs that work to achieve the objectives and overall aims of Burrinja: ***Building Community through Arts.*** This may include cultural programs based at Burrinja including working with our studio artists and related programs, workshops; kids stay n play, all abilities arts access and related events.

The CCD Officer will be responsible for developing and delivering CCD projects, including but not limited to the annual *Dandenong Ranges Open Studios* and *VCE Creative Showcase* programs. Such projects are subject to external funding and therefore review by Burrinja and funding bodies.

The role will assist the Executive Director in the administration and coordination of events external to but supported by Burrinja in the community.

## **KEY RESPONSIBILITIES & DUTIES**

(NB: some duties listed are dependent upon extended hours available through external funding)

In consultation with the Executive Director, duties may include but are not limited to

- Develop, coordinate and administer existing and new CCD programs, workshops and events both internally and externally
- Project Coordination and administration, in consultation with the Executive Director, of the annual *Dandenong Ranges Open Studios* and its related programs
- Key liaison with Burrinja studio artists, projects and programs.
- Coordinate and administer externally funded programs – as funded and described.
- Devise and coordinate visual and performing arts education programs & workshops including *Kids stay and play*.
- Maintain and broaden local regional arts networks and community engagement.
- Investigate new funding for CCD projects
- Assist other cultural programs as supported by Burrinja in the community
- Develop youth arts programs as resources allow
- Work with staff to develop Arts Access All Abilities programs
- Assist with project related exhibition set up, including information collation and display.
- Support the Hillscene Magazine Editorial team in producing a quarterly publication and blog, and other Hillscene related activities including LIVE.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The CCD Officer acts under the general direction of the Executive Director - Burrinja, and is responsible for administrative and project coordination work on aspects of Burrinja's arts and cultural program and specialist projects. The position carries responsibility for day to day management of resources associated with the projects it coordinates. Freedom to act is limited to the areas of authority set by this position description, and the Executive Director.

### **SUPERVISORY**

- Assist supervision of volunteers, artists and/or contractors in event and project outcomes.
- Supervise Project volunteers.

### **FINANCIAL**

- With Executive Director is responsible for adhering to set budgets for Projects.
- Advise and seek approval from Executive Director for any costs associated with events and / or Projects.

### **RISK MANAGEMENT**

In consultation with the Executive Director:

- Ensure all events and projects adhere to best practice risk management.
- Advise management on any issues that may cause risk to the public, staff, building, the permanent collection itself or works on display.
- Ensure familiarity with regulated and Burrinja's safety standards and reporting procedures.
- Report any failure or suspected failure to comply with regulations to Executive Officer or Executive Director without delay.

## **ORGANISATIONAL RELATIONSHIP**

Reports To:	Executive Director
Supervises:	Project volunteers
Internal Liaison:	Board, Curator and Manager of Collections, all Burrinja staff, volunteers, contractors
External Liaison:	Project Partners, studio artists, partnership organisations and stakeholders, regional community, artists, cultural organisations and networks, arts bodies, educational and resource organisations, funding bodies.

## **QUALIFICATIONS & EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Tertiary qualifications or current studies, and/or equivalent experience in community cultural development, arts administration and/or practices, or related project management.
- Demonstrated experience in cultural development related project management and program delivery.
- Demonstrated experience in community programs.

## **INTERPERSONAL SKILLS**

- Excellent written and oral communication skills
- Ability to communicate sensitively and effectively with a wide range of groups and people
- Ability to gain co-operation and assistance from others
- Public Relations skills
- Ability to develop options, discuss and resolve problems

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Arts Administration.
- Wide ranging knowledge of contemporary arts and culture.
- Delivery of arts-based projects
- Working cooperatively and effectively with communities

## **MANAGEMENT SKILLS**

- Ability to work effectively independent of supervision.
- Demonstrated ability to achieve deadlines and timeframes and achieve a broad range of outcomes in the most efficient and effective manner.
- Ability to set and achieve goals and outcomes based on key responsibilities and duties.
- Ability to show initiative and exercise sound decision making across all areas of the position.

## **PREREQUISITES**

- A current driver's license and access to own vehicle.

## **SELECTION CRITERIA**

1. Demonstrated experience and skill in arts or cultural development administration.
2. Proven ability to be innovative, creative and strategic in the development, delivery and promotion of community based cultural projects or in a similar field
3. Experience working with the community sector and in a range of partnerships.
4. Effective project management experience.
5. Demonstrated knowledge of CCD networks across sectors.
6. A high level of communication skills including written and computer based and including spreadsheets, email, internet, digital media (photos, video, audio), and web-based information networks including social media.
7. Capacity to work as part of and contribute to a small, dedicated team.
8. Ability to work effectively independent of supervision.
9. Commitment to providing high quality programs.
10. Relevant Tertiary qualification or training in CCD desirable (not essential).

## **PHYSICAL REQUIREMENTS**

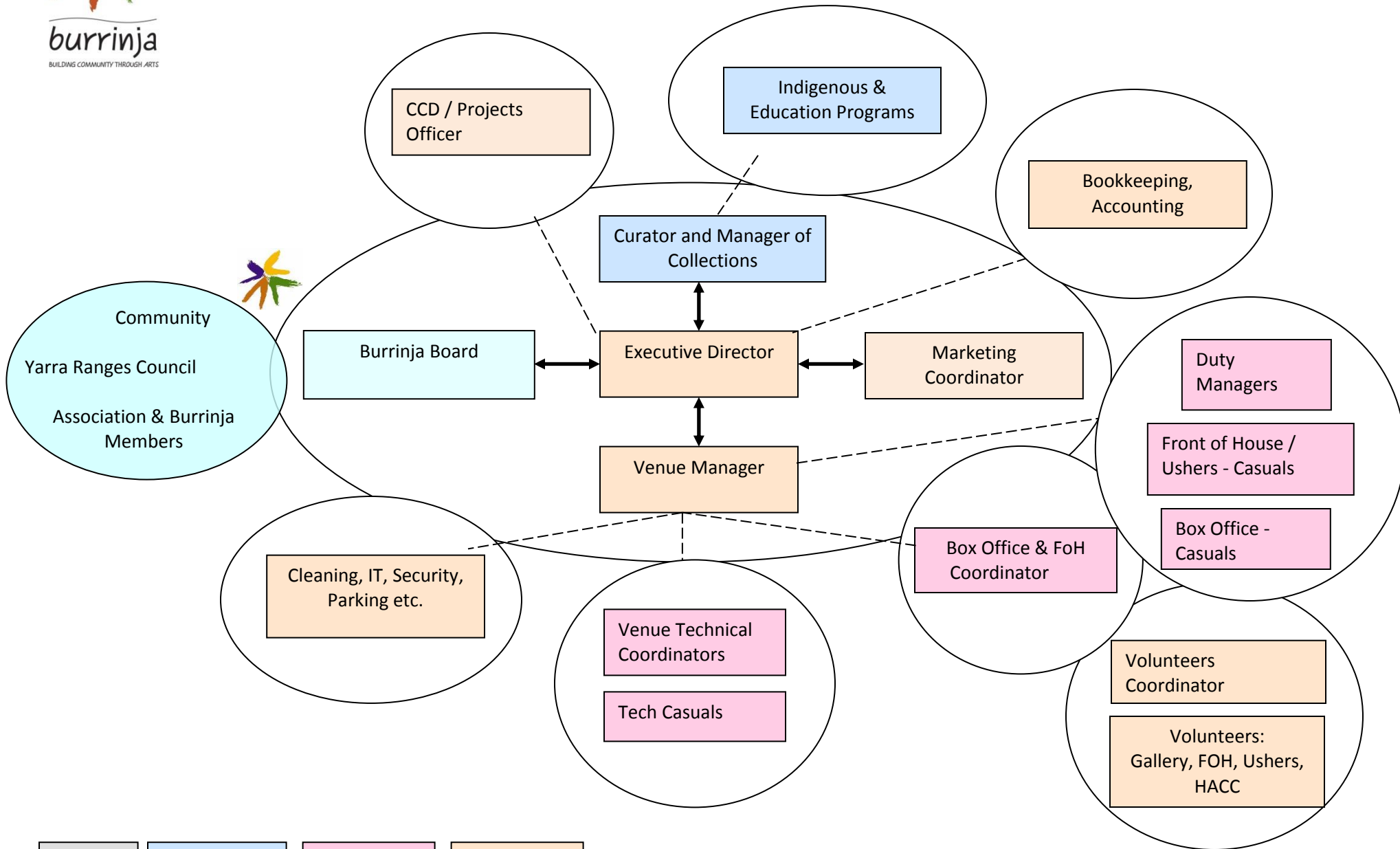
- Posture:
  - Twisting, pulling, pushing, bending, lifting, kneeling, squatting and carrying equipment
- Upper Limb Body
  - Some reaching above shoulder – hanging artworks etc
  - Some sustained neck flexion may be required when performing tasks above head height
  - Some handwriting
- Trunk
  - Some twisting in standing position when moving, or setting up equipment
  - Bending below the knee when moving or setting up equipment
- Weights
  - Lifting weights – artworks, equipment etc
  - Medium lifting – ability to perform assisted (group) lifts
- Performance level
  - Has to be able to meet timelines for allocated work

## **CONDITIONS OF EMPLOYMENT**

- Applicants may be required to undergo a Police Check prior to commencement in the position
- Conditions of employment are in accordance with the Burrinja Human Resources Policy & Manual, 2006, with the signed Conditions of Employment Agreement, and with the National Employment Standards.
- Capacity to work out of normal hours or on weekends occasionally if required.
- Independent travel to and from external events and meetings will be required from time to time. Travel costs will be reimbursed per km at the relevant ATO rate.



**Burrinja**  
Dandenong Ranges Community Cultural Centre Inc  
**Organisation Chart**



KEY	Visual Arts	Theatre	Core
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