

Executive Officer

NACA is seeking an Executive Officer to lead the Alliance to national prominence. This rare leadership opportunity will reward the successful candidate with an exciting and stimulating undertaking with national exposure. This part-time casual position will suit someone trying to balance their own work-life and career goals for an initial 12-month contract.

Position Description

Position title:	Executive Officer
Reports to	NACA Board and Victorian State Executive
Prepared by	United Notions
Date:	June 2009

Hours and Salary Self-directed, flexible hours, part-time, 2-3 days a week at contract rate of approximately \$30+ an hour (approx pro rata of \$60K per annum)

About NACA

The National Arts and Cultural Alliance (NACA) is a national coalition of individuals, organisations, agencies and community groups involved in what is currently known as community cultural development, the community arts, arts in a community context, community-based art.

Vision: *NACA is the national voice for participation, access and equity in the cultural life of Australia.*

Mission

NACA works towards the sustainability and growth of community cultural development practice in Australia by:

- Leading national debate & advocacy;
- Promoting greater recognition & profile and voice for the sector in broader public discourse;
- Lobbying;
- Consulting, networking and communicating;
- Research & critique.

Geographical scope: Ideally based in Melbourne, Victoria, the position will require some interstate travel.

Criteria

Qualifications

A deep understanding of the purpose of the community arts or cultural development sector, based on at least 4 years working in the field is essential. A relevant tertiary qualification in management or arts related field is desirable.

Knowledge and Expertise

- Leadership and management experience;
- Experience in strategic and operational planning;
- Understanding of effective advocacy principles and practices;
- Strong demonstrated knowledge of the community cultural development/ community arts sector in Australia.

Skills and Abilities

- Excellent written and verbal communication skills;
- High-level ability to develop and implement advocacy plans;
- Networking and relationship building skills;
- Project management skills;
- Understanding of financial management;
- Experience of reporting to a board;
- Ability to maintain positive working relationships with a range of stakeholders including government funding bodies, sponsors, artists and industry networks.

Personal Characteristics

Highly motivated individual, able to operate autonomously, with excellent ability to devise and direct their own and others workloads. A good sense of perspective is essential.

Level of direction or supervision

The Executive Officer will work independently from their own office, with reimbursement for expenses.

Selection Criteria

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| Essential: | 1. Strong demonstrated knowledge of the community cultural development/community arts sector in Australia |
| | 2. Proven leadership, management and analytical ability |
| Skills | 3. Excellent communication skills |
| | 4. Highly developed analytical skills |
| Experience | 5. At least 4 years working in the field is essential. |
| | 6. Understanding of organisational governance, reporting. |
| | 7. A relevant tertiary qualification in management or arts related field is desirable. |

Role & Duties

Primary Objectives

1. Develop and implement advocacy and policy strategies
2. Building a cohesive and sustainable national network for the sector
3. Undertake national liaison with stakeholders to establish state executives
4. Take primary responsibility for planning & strategic development for the organisation
5. Develop partnerships and alliances across the sector and with peak non-arts community and professional organisations
6. Deliver planning processes and structures for national perspective on the sector

Key Accountabilities	Key Tasks	Weighting
Policy analysis and planning	<ul style="list-style-type: none"> • Monitor public policy developments relating to community arts and cultural development • Assess impact of policy changes on members and other stakeholders • Prepare Policy responses, including letters and submissions • Prepare and monitor business and project plans 	
Advocacy and representation	<ul style="list-style-type: none"> • Represent NACA nationally • Represent NACA and the sector to the broader community sector, funding agencies and government 	
Networking	<ul style="list-style-type: none"> • Liaise nationally with stakeholders • Develop positive and productive relationships with artists, arts organizations, relevant community and professional bodies and organizations and funding agencies 	
Funding and sponsorship	<ul style="list-style-type: none"> • Prepare funding submissions for annual operations and projects 	
Programs & Services	<ul style="list-style-type: none"> • Implement agreed Business Plan • Devise, plan and implement projects and services for the sector • Develop and build on partnerships for sustainable delivery of programs. 	
Financial and legal	<ul style="list-style-type: none"> • Prepare and review annual & project budgets • Monitor performance against the annual budget and report to the Board at least one week prior to all Board meetings. • Ensure legal & contract obligations are met 	
Board	<ul style="list-style-type: none"> • Consult with the national board and state executives, providing reports on key matters • Engaging with the Board in planning and governance for sustainable delivery for the program 	

Key Accountabilities	Key Tasks	Weighting
Membership	<ul style="list-style-type: none"> • Establish & Maintain a new database and electronic distribution lists to accurately reflect the current number of members and the details of all current memberships • Process all new membership applications • Coordinate the distribution of renewal notices for all current members whose membership reaches expiry date • Promote membership through all available avenues • Write and distribute a minimum of two electronic newsletters for distribution to all members 	
Public Relations & marketing	<ul style="list-style-type: none"> • Increase profile of the organization and the sector • Maintain and take responsibility for updating the website with current events and news 	

Further enquiries can be directed to the Executive Officer
E: exec@naca.org.au P: 03 9354 7332

Applications:

Direct email applications to NACA's Executive Officer at the address above.

Surface mail applications (postmarked no later than 6 July) can be addressed to:
Executive Officer
National Arts & Culture Alliance
PO Box 189 Flinders Lane
Melbourne VIC 8009

Applications close:

5pm Monday 6 July, 2009