



**BURRINJA**  
Dandenong Ranges  
Community Cultural Centre  
351 Glenfern Road  
Upwey Vic 3158  
T: 3 9754 8723  
f: 3 9754 8523  
e: [burrinja@burrinja.org.au](mailto:burrinja@burrinja.org.au)  
[www.burrinja.org.au](http://www.burrinja.org.au)

*Thank you for inquiring about the position of*

## **VISUAL ARTS OFFICER**

### **Burrinja**

(Dandenong Ranges Community Cultural Centre Inc.)

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

It is recommended that you send a brief covering 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.

Should we contact you, we assure confidentiality will be maintained.

Please include contact details for three (3) referees, at least one of which should 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 Officer

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

**Hand Delivered:** As above

**Fax:** (03) 9754 8523

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

### **Applications must be received by 4pm on Monday July 26, 2010**

Applications will be short listed for interview based on the attached Selection Criteria. We anticipate that those short listed for interview will be notified by Friday July 30.

#### About this position

The position offered is a minimum of 1 day per week part time (7 hours), for twelve months initially.

However, the opportunity exists for a candidate with the appropriate skills and flexibility in hours to potentially work up to a further 12 hours per week at different times of the year, coordinating externally funded arts projects, as described in the attached Position Description.

If you require further information regarding this position, please contact Ross Farnell, Executive Officer or Tilla Buden, Visual Arts Manager on 9754 8723

For further information on Burrinja, please visit our website at [www.burrinja.org.au](http://www.burrinja.org.au)

*We look forward to receiving your application.*

\* Email applications must be attached as a separate MSWord or Adobe PDF document. 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>	Visual Arts Officer
<b>Status:</b>	Part Time. Minimum 7 hours per week – variable. 12 month position.
<b>Salary Level:</b>	Band 3 local government equivalent
<b>Reports To:</b>	Visual Arts Manager, Burrinja
<b>Position created:</b>	July 2010. Prepared by Executive Officer

### 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 is home to an extensive public collection of Indigenous and oceanic art. Burrinja aims to provide programs that stimulate cross-cultural awareness and promote respect for Indigenous, contemporary and local art and culture. It will present exhibitions and education programs that offer broad opportunities for learning and research.

Burrinja encompasses arts activities and events, multiple gallery spaces, cultural education, 400 seat theatre (from July 2011), arts incubator studios, live music, community cultural development projects, rehearsal, making and meeting spaces, venue hire, and Burrinja Cafe + Bar.

Exhibition spaces at Burrinja include Burrinja Gallery, Jarmbi Gallery and Cafe Gallery. The Burrinja Gallery is a curated spaced reserved exclusively to display works from the Burrinja Collection and major touring exhibitions. The Burrinja Cafe Gallery and Jarmbi Gallery are both public access spaces showcasing contemporary artwork, available for hire to successful applicants.

### POSITION OBJECTIVES

The position of 'Visual Arts Officer' will be primarily responsible for assisting the Visual Arts Manager in the administration of planning, developing, promoting and delivering a range of innovative and coordinated visual arts programs that work to achieve the objectives and overall aims of Burrinja.

The Visual Arts Officer will be responsible for the administration of the Jarmbi Gallery, Burrinja Cafe Gallery, and Burrinja Gallery exhibition programs; administration of Burrinja Collection care and development; and administration of cultural programs based around the Burrinja Collection, including Indigenous culture, workshops, touring exhibitions and related events.

The role will, in consultation with the Visual Arts Manager, be responsible for developing and delivering visual arts community projects, including the annual Dandenong Ranges Open Studios and Hillside Film Festival. This aspect of the role is subject to external funding and reviews of the projects and their management by Burrinja.

### KEY RESPONSIBILITIES & DUTIES

In consultation with the Visual Arts Manager, duties may include but are not limited to:

- Administration of Burrinja gallery Collection-based and touring exhibitions.
- Administration of the Jarmbi and Café gallery exhibitions program.
- Liaison with exhibiting artists regarding administrative matters.
- Assisting the Visual Arts Manager in developing and implementing workshops and supporting events for the exhibitions program.

- Assist the Visual Arts Manager in developing and delivering Indigenous cultural programs at Burrinja utilising the resources of the centre, the Collection and program partners.
- Assist with exhibition set up, including information collation and display.
- Assist with production and compilation of exhibition catalogues.
- Assisting the Visual Arts Manager in marketing and promoting the centre's visual arts programs to the broad spectrum of potential users across the community via all of the media utilised by Burrinja.
- Administer exhibition visitor survey systems and data.
- Project Coordination, in consultation with the Visual Arts Manager, of the annual Dandenong Ranges Open Studios program.
- Project Coordination, in consultation with the Visual Arts Manager, of the annual Hillside Film Festival.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The Visual Arts Officer acts under the general direction of the Visual Arts Manager - Burrinja, and is responsible for administrative and project management work on aspects of Burrinja's visual arts 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, the Visual Arts Manager and Executive Officer.

### **SUPERVISORY**

- Assist supervision of volunteers and/or contractors in exhibition hanging.
- Assist supervision of volunteers in gallery attendant/ guide roles
- Supervise Project volunteers.

### **FINANCIAL**

- With Visual Arts Manager is responsible for adhering to set budgets for Projects.
- Advise and seek approval from Visual Arts Manager for any costs associated with exhibitions and / or Projects.

### **RISK MANAGEMENT**

In consultation with the Visual Arts Manager:

- Assist in monitoring air temperature and humidity in the art store and Burrinja gallery.
- Assist in monitoring pest control and activity in the art store and galleries.
- 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 Visual Arts Manager or Executive Officer without delay.

## **ORGANISATIONAL RELATIONSHIP**

Reports To:	Visual Arts Manager
Supervises:	Project volunteers
Internal Liaison:	Committee of Management, Executive Officer, staff, volunteers, contractors
External Liaison:	Project Partners, partnership organisations, Indigenous community and networks, galleries, arts bodies, educational and resource organisations.

## **QUALIFICATIONS**

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 arts/museum administration and/or practices, or related project management, or fine arts.
- Demonstrated experience in visual-arts related project management and program delivery.
- Demonstrated experience in community development 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

### **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.

### **SELECTION CRITERIA**

1. Demonstrated experience and skill in arts administration.
2. Experience working in the visual arts and culture sector.
3. Relevant Tertiary qualification or training in arts desirable.
4. Experience working with the community arts sector.
5. A high level of communication skills including written and computer based.
6. Capacity to work as part of and contribute to a small, dedicated team.
7. Ability to work effectively independent of supervision.
8. Ability to show initiative and creativity.
9. Commitment to providing high quality programs.

### **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.