CALL FOR EXPRESSIONS OF INTEREST

RE CULTUREHUNTER PROJECT OFFICER POSITION 2010

The Octapod Association is seeking **expressions of interest** for the position of **CultureHunter Project Officer**. The current Project Officer has now found full-time work, and we are looking for someone to fill her shoes in January/February 2010.

Octapod is a not for profit independent arts and media organisation based in the heart of Newcastle. It supports a number of projects, community groups and creative types by providing an administrative base and resources including a large meeting space, web hosting, zine library and project management advice. It currently coordinates the This Is Not Art (TINA) Festival, acts as festival headquarters for the Cultural STOMP Festival, manages www.culturehunter.org and supports an artist run initiative, Podspace Gallery, within its premises.

CultureHunter.org is a website dedicated to arts and culture in the Hunter region. This is more than just a 'What's On?' for Newcastle, it is a space where anyone can log on and share their ideas, opinions and suggestions about anything and everything related to arts and culture.

ABOUT THE POSITION:
The position is responsible for coordinating the ongoing development and management of the culturehunter.org website. Duties range from writing grant submissions, recruiting and overseeing a team of volunteers, developing workplans, community consultation, marketing and promotion. The position works closely with the CultureHunter Database Developer and Octapod Arts Development Coordinator.

This is a part-time position (currently 7 hours per week $22.71 per hour) and is currently funded by Arts NSW. We are waiting on confirmation of funding for 2010.

ALL EXPRESSIONS OF INTEREST MUST ADDRESS THE FOLLOWING CRITERIA:

- Degree or other equivalent educational qualification or relevant industry experience in the arts.
- Previous experience in project management, including community consultation, in the arts and community sectors.
- Previous experience in publicity and/or audience development in the arts and community sectors.
- Highly developed oral and written communication skills within the arts.
- High level planning and organisational skills including efficient and effective time management and the ability to prioritise tasks.
- Good team player as well as ability to work independently and use own initiative.
- A person of sound judgement and integrity, able to positively represent the Octapod Association in the public arena.

ONCE FUNDING IS CONFIRMED FOR 2010:
We will advertise the position in the Newcastle Herald, on www.culturehunter.org and www.octapod.org, as well as contact everyone who has submitted an expression of interest for this position.

CLOSING DATE FOR EXPRESSIONS OF INTEREST: Friday 18 December 2009

FOR MORE INFO ABOUT THIS POSITION:
Contact Christina Robberds, Arts Development Coordinator on 4927 0470 or podadmin@octapod.org

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