



Culture Hunter Project Officer

JOB DESCRIPTION

1. ORGANISATIONAL CONTEXT

The **Octapod Association** is a not for profit arts and media organisation that acts as a resource and administrative base for cultural and community projects based in Newcastle, NSW. The principal arts project that the organisation supports is the *This Is Not Art* Festival that runs each year over the October long weekend. In addition, the Octapod supports several other ongoing projects including culturehunter.org (a website dedicated to arts and culture in the Hunter region), Podspace Gallery, Cultural STOMP Festival, a Zine Library and a Community Media Space.

2. ABOUT CULTURE HUNTER

Culturehunter.org is the online arts and cultural directory for the Hunter region. It aims to encourage participation in arts and cultural activities and supports access to these activities by providing free membership of the site as well as information about arts and cultural events, artists and organisations.

Plans for 2010 include:

- Developing the social networking features of the site,
- Working with local councils to encourage participation in the site across the Hunter region (Council Resource Project),
- Working with young people to encourage their participation in the site (Youth Project), and
- Promoting emerging artists, community cultural projects and venues ('Faces, Spaces, Places' Project).

A small grant has been secured from Port Stephens Council to present 3 workshops in early 2010 in the Port Stephens area to teach people how to use the site.

The **Culture Hunter Project Officer** position is a part-time contract position, until 31 December 2010 for 7 hours per week at \$22.71 per hour. The term of the position may be extended but this will be contingent on future funding of the Octapod Association.

3. RESPONSIBLE FOR

The position is responsible for coordinating the ongoing development and management of the culturehunter.org site.

4. RESPONSIBLE TO

The position is responsible to the board of the Octapod Association through the Arts Development Coordinator.

5. TASKS OF THE ROLE

Key tasks include:

Management – working closely with Octapod's Arts Development Coordinator to develop an annual workplan; coordinating project activities, supervising the CultureHunter Database Developer and volunteers.

Budgeting – managing the project budget.

Marketing – Developing and implementing a marketing plan to encourage participation in the site by artists, arts/community organizations, and local councils.

Community Consultation – acting as the primary point of contact for the site; facilitating forums/workshops and giving public presentations.

Volunteer Management – recruiting, inducting and supervising volunteers.

Grant writing – preparing grant applications and acquittals.

Administration – attending to all general administrative duties.



6. KEY RELATIONSHIPS

The CultureHunter Project Officer works closely with the Octapod Arts Development Coordinator and the CultureHunter Database Developer.

The Arts Development Coordinator oversees the CultureHunter project – in particular assisting the Project Officer to prepare workplans, budgets, grant applications and acquittals.

The CultureHunter Database Developer is responsible for the technical requirements of the site and is supervised by the Project Officer.

Volunteers assist the CultureHunter Project Officer to implement project activities and are supervised by the Project Officer.

7. DECISION MAKING RESPONSIBILITIES

The CultureHunter Project Officer's decision making responsibilities revolve around the day-to-day running of the site. The Octapod Arts Development Coordinator approves all CultureHunter media releases, promotional material, and workplans. The Octapod board approves all budgets, grant applications, and acquittals.

8. WORK LOCATION

The position is located at the Octapod office in Newcastle. A flexible work location can be negotiated.

9. STANDARD HOURS AND DAYS OF WORK EACH WEEK

7 hours per week. Generally Thursday 2-5pm in the office. Other hours as negotiated with the Arts Development Coordinator.

10. SPECIAL EMPLOYMENT ARRANGEMENTS

- The position is subject to a 3 months probationary period.
- Octapod is a non-smoking workplace.

11. ESSENTIAL QUALIFICATIONS AND SKILLS

- 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 with the 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.

12. DESIRABLE

- Experience and/or knowledge of the operations of community based organisations
- Own car as some travel is required

13. DESIRABLE PERSONAL ATTRIBUTES

- Easy going nature, positive 'can do' attitude.

**Approved by the Octapod Board
February 2010**