

## Position Description

### The Dax Centre Staff Artist

Title: Staff Artist

Purpose Statement: Create and deliver high quality, accessible, empowering and participant-driven arts program that involves active choice and participation.

Team: The Dax Centre

Reports to: Gallery Manager

Staff Reporting to: N/A

Location: Parkville, The Dax Centre

Employment Status: Part-time (negotiable between 6 –18 hours per week),  
\$40 per hour  
Commencement Date: mid September - late October 2021  
Contract until June 30, 2022, with possibility of extension

### Key Functions:

- Arts Program Coordination
  - In consultation with Dax staff and participating artists, design and review Individual Creative Plans and ensure that the studio activities meet the stated objectives of each participating artist.
  - Ensure that for each participant their personal artistic and social skills are taken into consideration.
  - Active contribution to the development of individual artists' goals.
  - Daily routines and setup/pack up procedures are undertaken in a timely and efficient manner.
  - Artists are actively supported at all times.
  - Individual artists' needs are met while at the studio.
  - All artists reporting requirements are completed (i.e. administration, development, reviews, attendance roll).
  - Volunteers and new staff are supported.
  - Successful field trips/workshops/events are held.
  - Grievances and conflict are managed satisfactorily.
- Resource Management
  - Studio equipment, supplies, mediums and materials are available to artists when required.
  - Studio property, equipment and materials are maintained and secure.
  - Work and storage areas are clean and organised.
  - Work with artists to ensure their work is properly stored, labelled and maintained daily.
  - Accurate and timely documentation of all finished artwork is achieved, as required.
- Sustainable Organisation
  - New initiatives and improvement suggestions are introduced.
  - Sustainable practices and activities are promoted and encouraged.
- Compliance

- Comply with statutory and organisational policies and procedures including funding body requirements.
- Ensure artists and visitors comply with all The Dax Centre policies, practices, procedures.
- Quality and Safety
  - Positive OHS practices are actively promoted and adhered to
- People and Culture
  - Adhere to The Dax Centre and SANE Australia policies and procedures
  - Contribute to an organisation culture based on collaborative work groups and with communicative, flexible, positive and strengths-based approaches

#### Essential Requirements:

- **Skills & Expertise**
  - Demonstrates the ability to lead, support, mentor and motivate individuals in the creative process of art making.
  - Demonstrates strong organisational skills.
  - Experienced artist in a range of mediums and techniques and can demonstrate this expertise.
  - Demonstrates strong oral and written communication skills including advocacy and negotiation skills.
  - Ability to work effectively both one-on-one as well as in a team.
- **Qualification and Experience**
  - Tertiary qualifications in fine arts or arts related discipline or equivalent professional experience.
  - We encourage applications from artists of all backgrounds who have lived experience of mental health issues

#### Highly Desirable:

- A passion for mental health and an understanding of how creativity can improve mental health outcomes and empower individuals
- Mental Health First Aid Training
- First Aid certification is an advantage

#### Other requirements for this role:

- A valid Working with Children Check
- Successful applicants are required to undergo a National Criminal Record Check

Industrial Instrument:

Industrial Instrument Classification: