

## Selection Criteria

### Training Programs and Events Coordinator

#### 1. POSITION BACKGROUND

AACHWA is the peak advocacy and resource agency for Aboriginal art centres in WA. AACHWA delivers professional development programs for managers, boards and artists; provides recruitment advice and services; and acts as an advocate to, and central point of contact for, Regional, State and Federal funding bodies.

AACHWA is currently seeking a part time (30 hours per week) Training Programs and Events Coordinator (TPEC). The TPEC will work closely with the AACHWA CEO and Manager to develop and deliver events, training programs and professional development activities that meet the needs of Aboriginal art centre boards, managers, arts workers and artists. This is a dynamic role for an experienced individual with a demonstrated commitment to capacity building, event management, training or community development within the creative and cultural sector.

A multi-skilled TPEC will ensure the smooth delivery of the organisation's professional development agenda through:

- Identification and effective design of new opportunities for events, training programs and professional development activities in line with AACHWA's Strategic Plan and the needs of AACHWA's membership.
- Coordinating the organisation and delivery of events, training programs and professional development activities, and monitoring and reviewing progress in the implementation of these activities.
- Keeping up to date with relevant capacity-building events and training tools, training trends and best practices developed by peak bodies and training organisations outside of AACHWA.
- In conjunction with the CEO and Manager, manage key projects, budgets and activities currently being delivered by AACHWA.
- Explore new opportunities for local/national events (in person and online) to manage and deliver that will complement AACHWA's existing calendar of activities and services to its members and promote the organisation's profile.
- Develop firm relationships and communication channels with AACHWA member Art Centres and their key personnel (i.e. managers, arts workers and artists where relevant) to provide them with support and advice in areas of greatest need.

#### 2. SELECTION CRITERIA

Please respond to the following selection criteria to demonstrate your qualifications and experience in relation to the role.

##### Essential Criteria:

- Demonstrated experience in community development and/or education and training sectors.

- Demonstrated experience delivering events including the preparation of detailed project planning documents, management of budgets and project reports.
- Experience assisting others to thrive in a learning environment.
- Experience documenting and evaluating projects for reporting.
- Highly computer literate, with proficiency in MS Office suite, particularly Word and Excel.
- Strategic and creative thinker with excellent organisational and time management skills.
- A flexible work approach and ability to manage shifting priorities.
- Willingness to travel to and work in remote/regional areas of Western Australia and holder of a Class C driver's license.
- Must be prepared to undergo police clearance and working with children clearance.

In addition to the above, **Aboriginality will be highly regarded** but is not an essential criterion.

### Desirable Criteria

- Qualification or extensive experience in Training, Events Management, Community Development, Arts Management, Education or similar.
- Previous experience working with Aboriginal people and/or Aboriginal not for profit organisations.
- An understanding of the Aboriginal and Torres Strait Islander art centre business model and the value of Aboriginal and Torres Strait Islander art centres.
- Able to provide examples of writing successful grant applications and acquittals.
- Demonstrated knowledge of video conferencing and comfortable with the use of social media.

### ENQUIRIES AND POSITION PROFILE

For enquiries about the position and for the full **Position Profile**, please contact Rachael Vincent (AACHWA Manager) on 08 9200 6249 or [manager@aachwa.com.au](mailto:manager@aachwa.com.au)

### HOW TO APPLY

Please supply the following information when applying for the position:

- A Brief covering letter (no more than one page with a font size of 10 to 12 points) setting out your interest in the position.
- Statement addressing the Selection Criteria listed above (no more than four pages with a font size of 10 to 12 points). Please note: applications that fail to address the Selection Criteria will not be considered.
- Curriculum Vitae which details relevant work history. Artist CV's without employment history and details are not acceptable.
- Name and contact details of three referees.

Applications must be received by close of business **Monday 24 May 2021**. Applications are to be sent to the attention of Rachael Vincent, Aboriginal Art Centre Hub of Western Australia.

Via email: [manager@aachwa.com.au](mailto:manager@aachwa.com.au)

Via post: Rachael Vincent  
Aboriginal Art Centre Hub of Western Australia  
PO Box 3089, Midland WA 6056

Email applications are encouraged, and we look forward to receiving your application.