

Position Overview

Position Title: Project Coordinator

Location: Beaufort Centre, L3 82 Beaufort Street, Perth WA 6000

Hours: Full time, 37.5 hours per week

Term: 12-month fixed-term contract

Reports to: Program Manager

Direct Reporting Staff: As required by Program Manager

Other benefits: Generous salary sacrifice options are available

Specific terms and conditions of service are detail in a Contract of Employment that is signed by both the staff member and CEO of AACHWA.

Organisational Context

The Aboriginal Art Centre Hub of Western Australia (AACHWA) advocates on behalf of its member art centres located in regional and remote Western Australia. 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.

Our Vision: AACHWA is an influential peak organisation with a strong voice, supporting vibrant and sustainable Aboriginal Art Centres across Western Australia.

Our Mission: We work with WA Aboriginal Art Centres to celebrate the strength of our art and culture by:

Promoting: we are a strong voice for art centres

Empowering: we encourage best practice, facilitate targeted training opportunities, and encourage leadership within younger generations

Connecting: we build strong networks with members and partners

Our Values

In our work we are guided by our priority values of Respect, Integrity, Leadership, Imagination, and Collaboration.

Position Overview

Working within the program team, the Project Coordinator is a key role working in accordance with the vision, goals and policies of the AACHWA Board to support the delivery of key AACHWA projects. Coordinators will plan and deliver events and activities, often working in collaboration with AACHWA's partner organisations and are expected to support a Manager or the CEO to deliver outcomes in line with the organisation's strategies. They contribute to annual planning processes and are responsible for project and budget management within the scope of their allocated activities.



Position Impact

The Project Coordinator has an important impact on the AACHWA team's ability to execute key activities, with outcomes impacting on the broader Aboriginal arts sector in Western Australia.

Key Responsibilities

Project Coordination:

- Working under the strategic direction of a Program Manager, responsible for a single or range of functions or projects within the organisation, including planning, coordination, implementation, and administration.
- Effectively controlling project or program from inception, implementation, through to evaluation using a degree of autonomy according to AACHWA's strategic plan.
- Assist with increasing or diversifying income of the project or area of responsibility.
- Contributions to more complex strategic objectives and planning.
- Assist with or prepare program budgets in liaison with leadership or financial specialists.
- Set priorities and monitor work across area of responsibility, including using judgement and initiative where work procedures are not clearly defined.
- Provide advice or direction to colleagues where appropriate.
- Setting outcomes for reporting staff or volunteers, and responsible for the managing the workload of subordinates as required. May be required to follow formal disciplinary procedures where necessary.
- Exercise responsibility supervising external consultants and/or service providers ensuring completion, quality and compliance of work assignments.
- Contribute to or lead on funding applications and reporting requirements.
- Ensure that plans, permits, applications comply with appropriate legislation
- Exercise knowledge of statutory legal requirements

Operational:

- Ensuring all reporting and contractual obligations within area of responsibility are managed in a timely and appropriate manner.
- Effective and timely reporting to CEO or Manager on all relevant information, developments, deadlines, and relationships.
- Providing high-level administrative support for senior staff.
- Develop and maintain excellent project, area, and/or financial records.
- Contributes and supports on key events run by AACHWA as required

Communications:

- Working closely with the Communications team, plan and contribute to the marketing and communications for projects, events, and activities.

Administration:

- Ensure effective filing and reference for all completed documentation according to organisational systems and procedures, AACHWA policies, and relevant statutory requirements.
- Contribute to AACHWA publications such as the Annual Report as required.



Advocacy:

- Contribute to the promotion of the work, reputation, and success stories of AACHWA to the community.
- Upholds the mission, values, and standards of AACHWA at all times.
- Builds relationships with government, sector, and broader stakeholders as required by the role.

Relationships

Internal:

- Employees
- CEO

External:

- AACHWA members
- Artists and community members
- Visual arts sector
- Other arts organisations, institutions, and service providers

Qualifications, Knowledge, Skills and Attributes

Essential Criteria:

- Minimum of two years' experience in a similar role.
- Demonstrated experience working in the planning, delivery, and evaluation of complex projects and/or events.
- Demonstrated experience in administration, event logistics, and/or exhibition planning,
- Demonstrated experience writing or supporting on grants, grant acquittals, project planning documents, and project reports.
- Knowledge of statutory requirements relevant to area of work (events, work health and safety and insurance)
- Financial literacy demonstrated by previous experience with management complex budgets for projects or events.
- Highly proficient and broad digital skills, including in Microsoft 365 suite (Word, Excel, Teams, Sharepoint), CRM software, and basic website/social media skills.
- Ability to analyse and solve problems, including interpersonal conflicts.
- Ability and willingness to travel to regional and remote areas of Australia.

Desirable Criteria:

- Aboriginality will be highly regarded but is not essential for this role.
- Tertiary qualification in Arts Management, Event Management, Visual Arts, Indigenous Studies, or related field.
- Experience in recruitment processes, volunteer management, event rostering, and management of casual employees or contractors.
- Experience working within or an understanding of the Aboriginal art sector, particularly Aboriginal art centres.
- Previous experience working with Aboriginal and Torres Strait Islander people.
- Experience in visual artistic practice or exhibition and installation skills.
- Current 'C' class drivers' licence.



Personal Attributes:

- Positive and friendly attitude.
- Excellent interpersonal skills.
- Demonstrated ability to maintain confidentiality and appropriately deal with sensitive information.
- Flexible and adaptable approach to work demands.
- Ability to manage multiple tasks and prioritise.
- Ability to work autonomously and as part of a small teams.

Other Requirements:

- Must be an Australian Citizen / Permanent Resident.
- National Police Clearance.
- WA Working with Children Check (WWC)

Enquiries

For enquiries about the position, please contact us by phone 08 9200 6248 or email apply@aachwa.com.au.

Alternatively, visit our website aachwa.com.au/work-with-us for more information.

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.
- Name and contact details of two referees.

Applications for this position are currently open and will be processed on a rolling basis until the position is filled. We encourage interested candidates to apply at their earliest convenience, as the application process will close upon the selection of a suitable candidate. Applications must be marked confidential and are to be sent to the attention of Operations Manager, Aboriginal Art Centre Hub of Western Australia.

Via email: apply@aachwa.com.au

Via post:

Aboriginal Art Centre Hub of WA
PO Box 8059, Perth WA 6000

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