

# Eastern Riverina Arts

## Program and Partnerships Manager

### Position Description

#### Overview

Eastern Riverina Arts (ERA) seeks an energetic, creative and multi-skilled leader to spearhead the development of partnerships and programming at Wagga's visionary [Creative Workspace, The Station](#).

The Program and Partnerships Manager will be instrumental in establishing a community and creative hub that supports local people to develop ambitious creative work, and establish creative businesses that succeed.

The Program and Partnerships Manager will develop a three year program of activity to jump-start the utilisation, engagement and community impact of The Station. Through inclusive cultural programming and the establishment of long-term partnerships with community organisations and groups, the Program and Partnerships Manager will ensure this facility's social benefits reach the broader community, including refugee and migrant groups, First Nations, youth and people with disability. In its first three years of operation, thousands of community members will participate in programming and utilise the Station's gallery and event spaces, meeting rooms, workshop programs, artist studios and creative office suites.

As well as managing day to day utilisation of the facility, they will develop partnerships that support and showcase local artists, makers and creative entrepreneurs, grow the local creative industries sector, and foster the long term sustainability and community impact of the Station. The Program and Partnerships Manager will be key to shaping an exemplary cultural institution that responds to regional needs and is a partner of choice for state and national cultural organisations.

#### About Eastern Riverina Arts

Eastern Riverina Arts enriches, inspires and connects our region by fostering arts, culture, creative industry and community. We are the peak body for arts and cultural development in our region and part of a network of arts organisations across regional New South Wales. We work in partnership with the eight Local Government Areas of Bland, Coolamon, Cootamundra-Gundagai, Lockhart, Junee, Snowy Valleys, Temora and Wagga Wagga.

**Period of Employment:** This contract position is attached to 3 year project funding, which expires 31/03/2026. It is subject to a 3-month probationary period. The potential to extend the contract beyond three years is funding-dependent and at the discretion of the employer.

**Remuneration:** \$72,000 – 80,000, commensurate with experience and qualifications. Plus superannuation in line with the Super Guarantee

**Working Hours:** Full-time 38 hours a week. Some weekends and evenings will be required.

**Location:** The position will be based in Wagga Wagga. Flexible working arrangements will be considered for the appropriate candidate.

**Employer:** Eastern Riverina Arts

**Reports to:** Executive Director

**Works with:** ERA Staff

**Key Relationships:** National, state and local cultural organisations, service organisations and peak bodies, business development organisations, potential partners (eg in tourism, health, economic development etc), community and cultural organisations and groups, artists and creatives, volunteers

## Duties

Working in accordance with the aims and objectives of Eastern Riverina Arts and the funding obligations of the 'Open Doors at the Ambo' project, the Program and Partnerships Manager will:

### **Partnerships and Community Engagement**

- Proactively and professionally engage with prospective stakeholders and site users, with the view to activating the Station Creative Workspace and maximising its impact
- Establish partnership and usage agreements with community groups, educational institutions, business development organisations and cultural institutions to increase outcomes across the community. A KPI of this position is the formalising of 20 partnership agreements over 3 years.
- Establish a management and programming committee for the Station ensuring that site users have a voice in the site's management and programming
- Coordinate a suite of inclusive events and opportunities, including quarterly open days, for the community to explore and connect with the Station

### **Creative Programming**

- Develop and oversee a suite of program offerings at the Station, which will include an exhibition program, residencies, and professional development offerings that align with the Eastern Riverina Arts Strategic Plan
- Support and manage curatorial staff, building users and contractors in the development of programs, exhibitions and events
- Work with Communications and Engagement Officer to promote programs and events
- Coordinate ERA's 'Art Work' professional development sessions targeted at artists and creatives
- Support key partners (eg Wagga Wagga Business Chamber), to develop complimentary programming at the Station
- Design projects and develop funding applications that support and build on the objectives and ambitions of the Station Creative Workspace.

### **Project Management and Administration**

- Oversee the day to day running of the Station Creative Workspace, supporting venue and event bookings, preparing tenancy paperwork and EOI processes, and coordinating processes and systems such as safety management, venue access and security and site inductions
- Support and supervise venue and program staff, volunteers and contractors
- Establish a data collection framework (such as participant numbers) in line with the project and organisation's reporting requirements, and oversee the collection of data
- Manage budgets, and prepare reports for the ERA board and funders

## Essential Criteria

1. Substantial experience in organisational and/or venue management
2. Possess (or working towards) tertiary qualifications in a relevant field, or significant relevant industry experience
3. Significant experience in stakeholder engagement and community development
4. Experience in the development of projects, programs and partnerships, including budgeting, impact assessment and preparation of grant applications
5. Excellent verbal and written communication skills, and the capacity to use a range of project and venue management tools and office software (eg Asana, MYOB, Excel, Notion, SmartyGrants)
6. Highly motivated and desire to work within a dynamic environment with multiple stakeholders and deadlines
7. Prior experience or networks within the arts, cultural or creative industries sectors
8. Commitment to Workplace Health & Safety and Equal Opportunity principles.

## Key attributes

The Program and Partnership Manager will work in close collaboration with the Executive Director and will actively contribute to the effectiveness and success of the Eastern Riverina Arts team. Understanding how to transform talent into performance, and to empower and motivate others to contribute to that same outcome will be key features of this role.

The Manager will draw on previous experience in organisational and/or venue management and use the skills gained through extensive industry engagement to capture the interest of others in their vision for the Station. The Manager will possess personal attributes which contribute to effectively managing the diverse and exciting, at times challenging but very rewarding happenings in the Station.

The Program and Partnership Manager will be:

- An effective communicator:
  - o The ability to listen actively, write succinctly and capture the interest of stakeholders through open and transparent communication.
- A creative problem solver:
  - o The capacity to think analytically, make decisions with confidence, and manage tricky situations constructively and decisively.
- A positive and influential role model:
  - o The ability to excite, motivate, empower, and engage a diverse team to set and achieve goals.
- A flexible and adaptable planner:
  - o A commitment to develop, implement and execute a plan, manage competing priorities and multiple stakeholders and deliver outcomes on target and on time.
- A learner:
  - o A willingness to develop contemporary knowledge of the sector and future trends, along with a commitment to continuous improvement and development.