

## Indigenous Arts Officer POSITION DESCRIPTION

---



<b>POSITION TITLE:</b>	Indigenous Arts Officer
<b>HOURS:</b>	4 days per week
<b>SALARY:</b>	\$70,000 pro-rata
<b>MANAGER:</b>	Reports to Program Manager

**This position is designated as a specific Aboriginal position under section 14d of the Anti-Discrimination Act, 1977.**

The Torch is a not-for-profit community arts organisation that provides art, cultural and arts industry support to Indigenous offenders and ex-offenders.

The core mission of The Torch is to address the over-representation of Aboriginal and Torres Strait Islander people within Victoria's justice system through the delivery of its Statewide Indigenous Arts In Prison & Community Program.

You can read more about our program [here](#).

### **About the role**

The Torch currently employs five Indigenous Arts Officers to deliver the arts program and is currently looking to hire a sixth Indigenous Arts Officer to keep up with the growing demand for our program in our male prisons and male post release cohort.

The selected applicant will be based at our office in St Kilda and will be required to travel regularly to Victorian prisons and to metro and regional Victoria to visit participants in community.

**\*Please note:** we are a flexible employer and would be happy to consider applications from individuals interested in living and working in metro OR regional Victoria. Feel free to get in touch prior to the application deadline to chat about how this could work. Contact details on the next page.

### **Roles & Responsibilities**

- Develop and foster positive relationships with participants around art production through in prison and home/community visits (within Victoria) and regular phone contact,
- Provide cultural, technical and conceptual advice on participant's artworks

## Indigenous Arts Officer POSITION DESCRIPTION



- 
- Support participants to produce and contribute artwork to the Torch gallery and exhibitions
  - Contribute to the selection, collection, preparation and installation of artworks for exhibitions
  - Liaise with relevant prisoner support and arts networks
  - Maintain accurate program records (participation engagements, artwork collection paperwork)
  - Support local engagement in arts and cultural activities (facilitating links with local Aboriginal organisations, co-operatives, galleries and relevant mainstream art organisations for In Community participants)
  - Support participants to attend exhibitions and exhibition openings
  - Other duties as directed by the CEO and Program Manager

***Crucial to the success of our Arts Program is the cultural support and cultural guidance provided to our participants from our Indigenous Arts Officers, which is why we are seeking an Aboriginal and Torres Strait Islander person for this role.***

### **About you**

Ideally, you will:

- Have a practical understanding of art application techniques (preferably painting)
- Understand the role of the arts in promoting cultural strengthening and wellbeing
- Be comfortable working with Indigenous men in a prison environment and making home/community visits
- Have knowledge of Indigenous communities and cultural protocols
- Be flexible, motivated and driven to achieve community outcomes
- Have good organisational skills
- Demonstrate a capacity to work as part of a team

## Indigenous Arts Officer POSITION DESCRIPTION



- 
- Be physically and mentally fit and have the ability to travel across Victoria on a fortnightly basis
  - Have a valid Driver's License

### ***Additional Info***

- The Torch encourages its staff to maintain a creative cultural practice and therefore can provide flexible working arrangements to suit a staff member's needs
- The travel for this role includes travel to Victorian prisons and regional Victoria. We encourage applications from Indigenous people living in Melbourne metro and regional areas.

### **Application Details**

To apply for this role, send us your CV and a 2 page (maximum) letter outlining why you would be suitable for the role, your current creative practice and any additional work experience that will support your application.

Send your application via email to Program Manager Susannah Day [susannah.day@thetorch.org.au](mailto:susannah.day@thetorch.org.au) by **5pm Monday 29 March 2021.**

### **Get in contact**

We encourage anyone interested to get in touch with Susannah Day and have a yarn about the position prior to the application deadline.

Program Manager Susannah Day  
Phone: 0402 077 396 (9am – 5pm Tues – Fri)  
Email: [susannah.day@thetorch.org.au](mailto:susannah.day@thetorch.org.au)