

## POSITION DESCRIPTION

<b>Job Title</b>	Team Leader – Visual Arts
<b>Reporting to</b>	Regional Development Project Manager
<b>Direct Reports</b>	Arts Support Workers
<b>Location</b>	Nuriootpa, South Australia
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification</b>	Social and Community Services Employee- Level 4

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### About Tutti Arts

Our vision is that learning disabled and neurodiverse people seize their rightful place at the centre of arts and culture.

Our purpose is to shine the light on the astonishing art of learning disabled and neurodiverse people.

Tutti is a multi-arts organisation which believes in the talents of disabled creators who work with us across visual art, theatre, music, screen, dance, and technology.

The work we do is underpinned by the Social Model of Disability, Disability Justice, Disability Leadership and Disability Allyship.

An excellent understanding of Tutti's programs, philosophy, and artist goals is required to ensure the successful delivery of its programs.

### Role Purpose

The Team Leader Visual Arts will lead the Barossa Visual Arts program (currently running 2 days per week) and the Barossa Youth Visual Arts Program.

The Team Leader reports to and works collaboratively with the Regional Development Project Manager to grow and expand Visual Arts programs in the Barossa and to develop and maintain strategic partnerships within the area, local arts organisations and foundations and to explore local funding opportunities.

The Team Leader Visual Arts will work collaboratively with existing team leaders for Screen and Music, and with new program leads as we further expand Tutti's suite of programs ensuring that the Barossa Hub is an integrated multi-arts space.

The Team Leader will work collaboratively with Tutti's Visual Arts Coordinator and Creative Director (based at Brighton) to ensure a consistent approach to the arts program, assisting

artists to achieve their goals, and working within Tutti's strategic plan and creative plan on exhibition opportunities and projects.

The Team Leader Visual Arts may deputise in the absence of the Regional Development Project Manager.

## **DUTIES AND RESPONSIBILITIES**

### ***Leadership and Supervision***

- Embrace and model Tutti values in organisational culture, practice, and diversity
- Promote quality through consistent best practice
- Lead and mentor a team to develop and maintain standards of excellence
- Embed NDIS values in organisational culture and practice
- Know your own capabilities, role, and impact on participants and staff
- Establish and maintain a strong, communicative relationship with participating artists, families, advocates and staff
- Contribute to and promote a successful and fun team environment
- Ensure compliance and provide a safe and equitable workplace
- Comply with all statutory, legal, and ethical obligations, seeking guidance where necessary
- Ensure program documentation is up to date and staff are updated on changes that may impact on service delivery

### ***Participant Support***

- Support participants to pursue what is important to them
- Be present and provide support as required to enable participation in the activities
- Work with participants to evaluate and act on what is working and what is not
- Communicate with participants, advocates, families regarding goal plans and individual support needs
- Plan the delivery of workshops to develop the skills and creative outcomes of participants
- Support new participants to be welcomed into the program

### ***Program specific***

- Under the broad guidance of the Visual Arts Coordinator prepare and deliver activities that will develop the skills of participating artists, including but not exclusively: painting, drawing, design 3 D construction, digital media
- Coordinate storage and security of artworks, ensuring work is accessible for exhibition and/or sent home
- Coordinate archiving, using photography, labelling digital, making the records available for use in newsletter and submissions
- Maintain art equipment, resources, and materials, with consideration for access and safety

### **General administration**

- Maintain an up-to-date record of attendance and progress of participants
- Plan and maintain staff rosters to ensure adequate staff cover
- Ensure program documentation is up to date and staff are aware of any changes that may impact on program delivery
- Support student and volunteer placements
- Work with the Regional Development Project Manager to address any equipment or building related issues on site.

### **Other duties/Special Requirements**

- Develop and maintain Arts Industry connections
- Undertake training as required in disability, arts, and administration
- Deputise in the absence of the Regional Development Project Manager
- Some out of hours work may be required
- Perform other reasonable duties commensurate with the classification, role, and training as directed by the Visual Arts Coordinator or Regional Development Project Manager

### **Standard Workplace Requirements**

All employees must:

- Conduct their duties in accordance with Tutti's Purpose, Vision and Values Statement.
- Contribute to the Goals of the organisation as identified by Tutti's Strategic Plan.
- Comply with Tutti's conditions of employment, specifically the Code of Conduct, and Confidentiality Agreement, and other generally applicable policies and procedures.
- Complete compliance training requirements within the appropriate timeframe as directed from time to time
- Be aware of their own physical and mental wellbeing and present themselves in a fit state to conduct their duties
- Actively participate in performance reviews, and mandatory training as required
- Maintain a satisfactory criminal screening check as required by Tutti
- Be willing to work reasonable additional hours to meet specific role requirements
- Any other responsibilities in line with the classification of the role.
- The responsibilities of the Position Description may be altered in accordance with the changing requirements of the role.

### **Work Health and Safety**

All employees must:

- Understand and follow workplace safety policy, procedure, and practice, identify hazards, and contribute to a safe working environment.
- Report to their line manager or a member of the senior team any identified potential risks.
- Complete hazard and incident reports as per the procedure.
- Ensure all mandatory training is completed and up to date

### Reporting Relationships and Key Stakeholders

Reports directly to Regional Development Project Manager and will work closely with a variety of stakeholders which may include but not be limited to the Visual Arts Coordinator, Creative Director, General Manager, Disability and Quality Manager and support staff, participants, and guest artists.

### Key Selection Criteria

<i><b>Essential</b></i>	<i><b>Desirable</b></i>
<b>Education /qualifications/</b> <ul style="list-style-type: none"> <li>• Certificate 3/ 4 in Disability Work or equivalent/ relevant work experience</li> <li>• Relevant professional experience in Visual arts</li> <li>• First Aid Certificate</li> </ul>	<b>Education / qualifications</b> <ul style="list-style-type: none"> <li>• Education /Teaching experience</li> <li>• Maintains own professional art practice</li> <li>• Curatorial experience</li> <li>• Full, unrestricted SA Drivers licence</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience working with learning disabled and neurodiverse people</li> <li>• Experience in working collaboratively with other artists and arts organisations.</li> <li>• Demonstrated ability to build effective teams</li> </ul>	<b>Experience</b>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Ability to effectively communicate with participants, their families and advocates</li> <li>• Competency in conflict resolution</li> <li>• Ability to work without direct supervision and exercise a degree of autonomy</li> <li>• Group work/facilitation skills</li> <li>• Proficient level computer literacy</li> </ul>	<b>Skills</b>

<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Working knowledge of current theory and practice in social inclusion and the rights of disabled people</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>NDIS</li> </ul>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>Exhibits personal drive and professionalism</li> <li>Effective communication skills with participants and stakeholders</li> <li>Ability to manage competing priorities and multi-task</li> <li>Models' integrity, ethical behaviour, and practices consistent with Tutti Code of Conduct and Values</li> <li>Strong administrative and organisational skills</li> <li>Strong collaboration, ability to work inclusively and appreciate diversity of skills</li> <li>Ensures a focus on wellbeing and safety of self and others, and raises concerns where necessary</li> <li>Displays belief in own strengths and abilities</li> </ul>	

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Employee Name** \_\_\_\_\_

**Employer (authorised person)**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**Position** \_\_\_\_\_