



POSITION DESCRIPTION

Job Title	Visual Art Studio Team Leader Brighton
Reporting to	Visual Art Studio Coordinator
Direct Reports	Arts Support Workers
Location	Brighton, South Australia
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Social and Community Services Employee- Level 4

About Tutti

Our vision is that learning disabled and neurodivergent 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 neurodivergent people.

Tutti is a multi-arts organisation who believe in the talents of learning disabled and neurodivergent 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 Visual Art Studio Team Leader at Brighton works closely with the Visual Art Studio Coordinator to support the delivery of high quality, accessible and stimulating Visual Arts programs at Tutti Arts.

The Visual Art Studio Team Leader leads a team of Art Support workers in the Studio, works directly with Tutti Artists in programs and has additional time allocated for administration and planning duties.

The Visual Art Studio Team Leader reports to and works collaboratively with the Visual Art Studio Coordinator to grow and expand Visual Arts programs and may deputise in the absence of the Visual Art Studio Coordinator.

DUTIES AND RESPONSIBILITIES

Artist Support

- Plan the delivery of the studio program to develop the skills and creative outcomes of participants
- Ensure appropriate access is facilitated to enable individual participation in visual art activities
- Welcome artists into the program and induct them to the studio
- Ensure that accurate artist/participant progress notes files are kept
- Ensure that goal setting is undertaken at least twice yearly with artists attending programs of 3 hours or more
- Ensure a clear program plan is communicated to support artists' goals within individual programs
- Ensure that artists receive the support outlined in their individual support plan.
- Develop strong positive relationships with Tutti Artists, advocates and families.
- Communicate with participants, advocates, and families regarding goal plans, program support needs and absences
- Communicate with Disability and Quality Manager and/or Disability Coordinator regarding artist support needs, contact details and incident management.

Program specific

- Ensure that Tutti artists are exposed to and experiment with a range of visual art forms including digital.
- Promote quality through consistent best practice
- Follow through on systems for storage of artworks, ensuring work is accessible for exhibition and/or sent home

Leadership and Supervision

- Lead a cohesive, high functioning team and address conflicts or concerns
- Ensure staff team understand relevant procedures and access requirements of artists.
- Plan and maintain staff rosters to ensure adequate staffing for the Studio Program
- Coordinate breaks and daily tasks for staff working in the program.
- Sign off timesheets for staff working in the studio program.
- Ensure program documentation is up to date and staff are updated on changes that may impact on service delivery
- Support student and volunteer placements
- Lead a work environment that is free of discrimination, harassment, and bullying.

Program administration

- Ensure all attendance records are sent through to Finance for monthly invoicing.
- In conjunction with The VA coordinator monitor program budgets.
- Manage and maintain art equipment, resources, and materials, with consideration for access and safety
- Follow through on processes for archiving, using photography, labelling digital, making the records available for use in newsletter and submissions

General Duties and Responsibilities

- Accept and model Tutti values
- Demonstrate knowledge of Tutti policies and procedures and relevant legislation.
- Embed National Disability Insurance Scheme (NDIS) quality standards into practice and culture
- Develop and maintain industry connections in both the arts and disability sectors.
- Undertake relevant training as required
- Attend staff meetings and training days

Other Duties/Special Requirements

- Some out of hour's work may be required.
- Perform other reasonable duties commensurate with the classification, role, and training as directed by the Creative Director or the Executive Director.
- The responsibilities of the Position Description may be altered in accordance with the changing requirements of the role.
- Perform other reasonable duties commensurate with the classification, role, and training as directed by the Visual Arts Coordinator

Tutti Workplace Requirements

All employees must:

- Conduct their duties in accordance with Tutti's, Vision, Purpose, and Values
- 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 compulsory training as directed from time to time.
- Actively participate in performance reviews.
- Maintain a satisfactory work clearances as required by Tutti.
- Be willing to work reasonable additional hours to meet specific role requirements.

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Work Health and Safety

All employees must:

- Understand and follow Tutti's safety policy, procedure, and practice, identify hazards, and contribute to a safe working environment.
- Immediately report to their line manager or a member of the senior team any accidents, potential risks, or hazards observed.
- Ensure all mandatory training is completed and up to date.
- Ensure that the health and safety of themselves, staff, participants, students, volunteers, participants are not put at risk.
- Be aware of their own health and wellbeing and attend the workplace in a fit state to conduct their duties.
- Report to their line manager or a member of the senior team any identified potential risks.
- Ensure all mandatory training is completed and up to date

Reporting Relationships and Key Stakeholders

Reports directly to the Visual Art Studio Coordinator and will work closely with a variety of stakeholders which may include but not be limited to the Visual Art Studio Coordinator, Creative Director, Executive Director, Disability and Quality Manager and Art Support Staff, participants, and guest artists.

Key Selection Criteria

<i>Essential</i>	<i>Desirable</i>
<p>Education /qualifications Relevant professional experience in Visual arts Certificate 3/ 4 in Disability Work or equivalent/ relevant work experience First Aid Certificate</p>	<p>Education / qualifications Education /Teaching experience Maintains own professional art practice Curatorial experience Full, unrestricted SA Drivers licence</p>
<p>Experience Experience working with learning disabled and neurodivergent people Experience in working collaboratively with other artists and arts organisations. Demonstrated ability to build effective teams</p>	<p>Experience</p>
<p>Skills Ability to effectively communicate with participants, their families, and advocates Competency in conflict resolution Ability to work without direct supervision and exercise a degree of autonomy Group work/facilitation skills Proficient level computer literacy – Microsoft and IOS</p>	<p>Skills Group work/facilitation skills</p>
<p>Knowledge Social Model of Disability Detailed knowledge of program activities and work practices relevant to work area</p>	<p>Knowledge NDIS Grant applications Disability Justice Movement Disability Allyship</p>
<p>Personal Attributes Exhibits personal drive and professionalism Effective communication skills with participants and stakeholders Ability to manage competing priorities and multi-task</p>	

Models' integrity, ethical behaviour, and practices consistent with Tutti Code of Conduct and Values

- Strong administrative and organisational skills
- Strong collaboration, ability to work inclusively and appreciate diversity of skills
- Ensures a focus on wellbeing and safety of self and others, and raises concerns where necessary
- Displays belief in own strengths and abilities

Employee Signature _____ **Date** _____

Employee Name _____

Employer (authorised person)

Signature _____ **Date** _____

Position _____