

Schedule 1

POSITION DESCRIPTION

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|------------------------|---|
| Job Title | Arts Support Worker |
| Reporting to | Coordinator or Team Leader |
| Direct Reports: | Nil |
| Location | Brighton |
| Award | Social, Community, Home Care and Disability Services Industry Award – Level 2 |

About Tutti Arts

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 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

As part of a professional creative team, the Arts Support Worker is responsible for providing artistic and access support to participants in Tutti's programs in a way that supports their artistic development. Within the context of the program, and according to their skills and experience, Coordinators may invite or delegate the person in this role to facilitate or lead certain activities. This position supports artists to learn and create, and to develop their artistic skills as identified in their goal plan.

Reporting Relationships and Key Stakeholders

Arts support worker reports directly to the Art Form Coordinator and/or Team Leader.

Key Responsibilities

Artist and Program Support

- Develop and maintain environments that maximise each individual's involvement in their chosen activity, while adhering to the Code of Conduct and maintaining a safe working environment.

- Act in a professional manner at all times when dealing with artists and colleagues and be responsive to enquiries
- Provide a person-centred approach to assist artists in achieving their artistic goals and daily activities.
- Demonstrate a strong understanding of Tutti's Vision, Mission and Values and positively promote the organisation both internally and externally
- Maintain confidentiality on all issues relating to the organisation, artists and colleagues
- Provide prompt and courteous support to artists as required and including colleagues, other services and the community
- Treat all artists with respect and equality, whilst being responsive to their needs
- Demonstrate an awareness of diverse cultural needs.
- Directly communicate with the Coordinator / Team leader (or a member of the senior leadership team) in relation to any incidents or behaviours of concern.
- Complete progress notes at the end of every shift and the communication diary when required.
- Liaise with families/carers as required.

Key Measures

- Evidence of excellent communication and interpersonal skills
- Evidence of effective liaising with program, family and other support staff on artist or program matters

Professional and Artistic Skills

- Good time management and task prioritisation
- Maintenance of accurate artist and/ program files
- Thorough knowledge of Tutti policies and procedures and relevant legislation
- Ability to develop strong positive relationships with artists, staff and families or carers.
- Ability to work collaboratively with artists in a non-directorial way
- Ability to work closely with other staff and management
- Contribute to community and professional capacity building through knowledge of resources within Tutti and participation in arts and disability sector networks
- Archive art works as required (Visual Arts staff)
- Complete incident reports on all incidents

Key measures

Demonstrated knowledge of Visual Art practice and successful application of the specific artistic support skills required for this position

Demonstrated success in facilitating artists' work and supporting their development

Demonstrated collaborative work practices

Commitment to ongoing development and managing change

- Effectively balance work, family and personal commitments

- Commitment to continual professional and personal development
- Demonstrate flexibility and initiative during periods of change

Key Measures

Attend all compulsory training sessions identified by the organisation and undertake other training and development as required

Understanding of the need for continuous improvement in job related personal and professional development

4. Teamwork and cooperation

- Resolve any workplace conflict in a professional manner and through the correct organisational processes
- Refrain from entering into any agreements with families that pose a conflict of interest with an artist's development pathway at Tutti
- Demonstrate the ability to work consistently and positively within a team to achieve positive outcomes
- Demonstrate a commitment to teamwork and the maintenance of a supportive work environment
- Work collaboratively and harmoniously with other team members to achieve service delivery excellence
- Participate in regular and professional communication with line manager and all relevant colleagues
- Participate in supervision and support as required
- Contribute to planning and development meetings as required

Key Measure

Demonstrated ability to participate as an active member of a team, consistent with the Vision Mission and Values of Tutti Arts

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.
- Be aware of their own health and wellbeing and attend the workplace able to conduct their duties.
- Actively participate in performance reviews.
- Maintain a satisfactory work clearance as required by Tutti.

- Be willing to work reasonable additional hours to meet specific role requirements.

Internal Relationships

| With | Purpose |
|---|---|
| Coordinator/team Leader | This position will report to a team leader who will be responsible for providing direction, support and performance reviews |
| Disability Manager/Disability Coordinator | Disability Manager and Disability Coordinator will provide support re disability issues |

Academic Qualifications, Work Experience and Skills

| Essential | Desirable |
|---|---|
| Education /qualifications Certificate 3/4 in Disability Work or equivalent/relevant work experience First Aid certificate NDIS worker clearance DHS – Working with Children Check | Education /qualifications Graduate in Visual or Performing arts Current driver's license |
| Essential | Desirable |
| Experience Professional arts or community arts experience | Experience |
| Skills Excellent communication skills Effective communication skills with participants Ability to effectively communicate with artists, their families, and advocates. Strong collaboration skills ability to work inclusively and appreciate diversity of skills. Ability to work effectively as a member of a team and work independently in a range of settings. | |
| Knowledge Social Model of Disability | Knowledge NDIS |

| | |
|---|--|
| Detailed knowledge of program activities and work practices relevant to work area | Disability Justice Movement Disability Allyship |
| Personal Attributes Exhibits personal drive and professionalism. Excellent communication skills with Tutti Artists, Staff, and external stakeholders Models' integrity, ethical behavior, and practices consistent with Tutti Code of Conduct and Values Ensures a focus on wellbeing and safety of self and others and raises concerns where necessary. | |

Employee Signature _____
Date _____

Employer (authorised person)

Signature _____

Date

Performance review period / Review date: _____

