

## POSITION DESCRIPTION

<b>JOB TITLE</b>	Program Manager – Arts Bus
<b>EMPLOYMENT TYPE</b>	The position is permanent part-time – 18 hours per week (over 3 – 4 days) and hours are mostly after-school hours
<b>AWARD</b>	Social, Community, Home Care, and Disability Services Industry Award (SCHADS) 2010.
<b>SALARY</b>	Classification for this position is SCHADS Award Level 3 - 5  Hourly rate range: Level 3 (pay point 1) <b>\$30.49</b> – Level 5 (pay point 3) <b>\$44.51</b> Superannuation: 9.5%
<b>LOCATION</b>	Artists for Kids Culture is based in St Kilda, Victoria and the Arts Bus Program Manager would spend some administrative time there.  However, bus activities would take place around inner Melbourne and rural Victoria.
<b>REPORTING TO</b>	Artists for Kids Culture Board and Executive Officer
<b>MAIN OUTLINE OF THE POSITION</b>	The primary purpose of this position is to facilitate our Arts Bus program, which was successfully trialled in 2019. The Program Manager would drive the Arts Bus to pre-arranged locations around city and country Victoria, offering activities to children experiencing hardship in the 5-15 year age group.  The Program Manager would, in collaboration with AKC members, develop, manage and lead the Arts Bus program.  The Program Manager would then be responsible for the day-to-day running of the Bus and implementing its program; managing and co-ordinating logistics and the calendar.  The successful applicant would provide other duties, as specified by Artists for Kids Culture.
<b>Key RESPONSIBILITIES</b>	The Program Manager would be responsible for delivering the Arts Bus program and managing the relationship between councils, youth service providers and children; reporting on goals, milestones and budgets on a regular basis. They would also, in collaboration with key AKC members, develop a program that ensures that we offer high quality activities that meet the needs of the target audience (5-15 years).  To achieve this, the Program Manager would:  <b>OVERSEE PROGRAM DEVELOPMENT – ARTS BUS</b> <ul style="list-style-type: none"> <li>• Work with Artists for Kids Culture to develop and facilitate the Arts Bus Program</li> <li>• Liaise with the Arts Bus working group to deliver a program that is</li> </ul>

	<ul style="list-style-type: none"> <li>relevant to the target audience and inclusive of the target audience</li> <li>• Provide referral support for young people if required</li> <li>• Behaviour management of children and young people attending the Arts Bus Program to ensure safety of all</li> <li>• Assist with booking activities and external facilitators</li> <li>• Develop art / activity schedule and facilitate each activity</li> <li>• Manage support staff and volunteers</li> <li>• Complete daily evaluations/reporting</li> </ul>
<b>Essential CRITERIA</b>	<ul style="list-style-type: none"> <li>• Creative skills, interests and abilities in all arts activities</li> <li>• Experience teaching art</li> <li>• Relevant Tertiary Qualifications</li> <li>• Minimum 3 years' experience working with children and young people</li> <li>• Experience managing a small team</li> <li>• Excellent written and verbal communication skills</li> <li>• Excellent organisational and time management skills</li> <li>• Commitment to Equal Employment Opportunity, Occupational Health and Safety and Cultural Diversity principles</li> <li>• Proven ability to plan, implement and evaluate age appropriate programs for children and young people</li> <li>• Understanding of child protection principals</li> <li>• Current Victorian Driver Licence</li> <li>• Current Working with Children Check</li> <li>• Current Police Check</li> <li>• First Aid Certification</li> </ul>
<b>Desirable CRITERIA</b>	<ul style="list-style-type: none"> <li>• Basic counselling skills</li> <li>• An ability to engage with children and young people with trauma history and complex social and emotional needs</li> <li>• Experience working in the community services sector</li> </ul>
<b>VALUES, CODE OF CONDUCT and BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>• Comply with the stated Values of Artists for Kids Culture</li> <li>• Comply with the Artists for Kids Culture Code of Conduct</li> <li>• Comply with privacy protocols and requirements</li> </ul>
<b>POLICIES AND PROCEDURES</b>	<ul style="list-style-type: none"> <li>• Understand, comply with and follow all Artists for Kids Culture Policies and Procedures</li> <li>• Participate in annual performance development and reviews</li> </ul>



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