

POSITION DESCRIPTION

JOB TITLE	Program Manager – Arts Bus
EMPLOYMENT TYPE	The position is permanent part-time – 18 hours per week (over 3 – 4 days) and hours are mostly after-school hours
AWARD	Social, Community, Home Care, and Disability Services Industry Award (SCHADS) 2010.
SALARY	<p>Classification for this position is SCHADS Award Level 3 - 5</p> <p>Hourly rate range: Level 3 (pay point 1) \$30.49 – Level 5 (pay point 3) \$44.51 Superannuation: 9.5%</p>
LOCATION	<p>Artists for Kids Culture is based in St Kilda, Victoria and the Arts Bus Program Manager would spend some administrative time there.</p> <p>However, bus activities would take place around inner Melbourne and rural Victoria.</p>
REPORTING TO	Artists for Kids Culture Board and Executive Officer
MAIN OUTLINE OF THE POSITION	<p>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.</p> <p>The Program Manager would, in collaboration with AKC members, develop, manage and lead the Arts Bus program.</p> <p>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.</p> <p>The successful applicant would provide other duties, as specified by Artists for Kids Culture.</p>
Key RESPONSIBILITIES	<p>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).</p> <p>To achieve this, the Program Manager would:</p> <p>OVERSEE PROGRAM DEVELOPMENT – ARTS BUS</p> <ul style="list-style-type: none"> • Work with Artists for Kids Culture to develop and facilitate the Arts Bus Program • Liaise with the Arts Bus working group to deliver a program that is

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



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Applications close: Monday 20th July.

Please email your application to: hello@akc.org.au