

# PUBLIC ART PROJECT OFFICER, ARTS & CULTURE

## POSITION DESCRIPTION

|                       |                                            |
|-----------------------|--------------------------------------------|
| Position Title:       | Public Art Project Officer, Arts & Culture |
| Responsible To:       | Project Lead, Public Art                   |
| Council Portfolio     | City Community                             |
| Council Program:      | City Culture                               |
| Classification Level: | Salaried, Level 4                          |

### Overview of Portfolio

The City Community Portfolio strives to deliver exceptional experiences for our community and customers, providing opportunities for creativity, recreation and wellbeing in a city that is safe, accessible and supportive of all our communities.

### Overview of Program

The City Culture Program creates brilliant experiences for all who choose to live in and enjoy our City. By activating and curating places and spaces, and providing opportunities for creativity, recreation, and wellbeing, we connect, support and inspire our diverse community, and draw more people to Adelaide to live, study, work and play.

### Key Relationships / Interactions

|          |                                                                                                                                                                                  |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Internal | Employees across the City Culture Program<br>City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams                                                |
| External | Members of the General Public<br>Cultural Agencies, business, consultants<br>Creative Practitioners, artists, cultural workers.<br>Community, Business and Industry Stakeholders |

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## Primary Purpose

As part of the City Culture Program, the Public Art Project Officer provides coordination, administration, and project support to deliver the City of Adelaide's Cultural Policy and Public Art Action Plan.

The role, part of the Arts & Culture Team reporting to the Project Lead, Public Art, supports public art projects from planning to delivery through case management, stakeholder liaison, documentation, and budget management, ensuring initiatives align with Council's strategic goals.

## Responsibilities

The Public Art Project Officer is responsible for;

- Coordinating day-to-day activities that support the delivery and implementation of the Cultural Policy and Public Art Action Plan.
- Supporting the delivery of Arts & Culture programs by coordinating public art and cultural projects, including planning, documentation, monitoring, and reporting.
- Providing information, guidance, and support to artists, creative practitioners, and community groups to facilitate arts and public art projects, including funding applications and navigating Council processes, while encouraging participation in Cultural Policy programs and initiatives.
- Coordinating administrative support for Public Art advisory groups, including the Public Art Round Table (PART) and Public Art Reference Groups (PARG).
- Supporting Collections Management, including maintaining data, images, and condition reports for the City's Public Art and Civic Collections to inform strategic planning and evaluation.
- Assisting in the management of budgets and financial reporting, including invoice processing, purchase orders, and budget tracking to support effective program delivery.
- Building and maintaining productive relationships with internal and external stakeholders, staying informed on issues and initiatives relevant to Arts & Culture programs, particularly Public Art.
- Working with the Arts & Culture Team and Council colleagues to update marketing materials and strategies and deliver promotional activities for City of Adelaide initiatives, especially Public Art projects.
- Collaborating across teams to ensure a coordinated and achievement-focused approach to delivering high-quality, innovative cultural services and programs.

## Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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## Position Criteria

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                  |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Qualifications</b>                            | Tertiary qualifications in business, administration and/or arts & culture or related field and/or commensurate demonstrated experience in lieu of formal qualifications.                                                                                                                                                                                                                                                                                   | <b>Essential</b> |
| <b>People Management</b>                         | Experience coordinating, planning and supporting contractors and volunteers.                                                                                                                                                                                                                                                                                                                                                                               | <b>Essential</b> |
| <b>Financial Skills &amp; Acumen</b>             | Experience with budget administration and processing purchase orders and invoices.                                                                                                                                                                                                                                                                                                                                                                         | <b>Desirable</b> |
| <b>Technical Knowledge &amp; Experience</b>      | <p>Experience in the delivery of arts &amp; cultural programs and projects.</p> <p>Sound knowledge of arts, cultural and community organisations and knowledge of arts &amp; cultural networks and funding sources particularly contemporary visual and public art.</p> <p>Experience in supporting the development and maintenance of relationships and partnerships.</p> <p>Sound knowledge of Collections and principles of Collections Management.</p> | <b>Essential</b> |
| <b>Project Management</b>                        | <p>Demonstrated experience in providing administrative and project management support.</p> <p>Strong organisational skills and a demonstrated ability to plan and operate efficiently under pressure to complete work.</p>                                                                                                                                                                                                                                 | <b>Essential</b> |
| <b>Innovation &amp; Initiative</b>               | Demonstrate the ability to work independently as required.                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Essential</b> |
| <b>Resource Management &amp; Decision Making</b> | Ability to prioritise and be flexible when responding to changing priorities and demands.                                                                                                                                                                                                                                                                                                                                                                  | <b>Essential</b> |
| <b>Professional Development</b>                  | A commitment to ongoing professional development and continuous learning.                                                                                                                                                                                                                                                                                                                                                                                  | <b>Essential</b> |
| <b>Customer Commitment &amp; Integrity</b>       | <p>Demonstrated high level skills in dealing confidently and courteously with people at all levels. Capacity to maintain a high degree of discretion and exercise sound judgment in dealing with sensitive and confidential matters.</p> <p>Ability to accept accountability and responsibility to work towards agreed goals and KPIs.</p>                                                                                                                 | <b>Essential</b> |
| <b>Collaboration &amp; Communication</b>         | <p>Excellent verbal and written communication skills.</p> <p>Experience in collaboration and liaison within a team and across a program and organisation.</p>                                                                                                                                                                                                                                                                                              | <b>Essential</b> |
| <b>Administrative Skills</b>                     | Demonstrated computer literacy, in particular in MS Office programs and experience using a records management computing applications (i.e. TRIM / SharePoint System).                                                                                                                                                                                                                                                                                      | <b>Essential</b> |

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|                              |                                                                                                                                                                |                  |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|                              | <p>Excellent time management and organisational skills.</p> <p>An awareness of Workplace Health and Safety issues, standards and actions in the workplace.</p> |                  |
| <b>Government Experience</b> | Experience working in a government environment.                                                                                                                | <b>Desirable</b> |

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.



### Our Values

**ACHIEVEMENT**

**COLLABORATION**

**CUSTOMER COMMITMENT**

**INTEGRITY**

**INNOVATION**

#### Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



#### Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



#### Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



#### Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



#### Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

The below table summarises the physical demands of this role.

|                               |                           |
|-------------------------------|---------------------------|
| <b>Task</b>                   | <b>Office Workstation</b> |
| <b>Work Area</b>              | <b>Various</b>            |
| <b>Physical Demand Rating</b> | <b>Very Light Work</b>    |

| Physical Demand | O | F | C | Description                                    | FCE Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------|---|---|---|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sitting         |   | ✓ |   | Ergonomic adjustable chair                     | <b>Critical Range of Motion:</b> Shoulder to 90° flexion.<br><b>Lift Capacity:</b> Up to 2kg (ream of paper).<br><b>Push / Pull Force:</b> N/A<br><b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings.<br><b>Task Rotation:</b> tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse.<br><b>PPE:</b> Office attire and appropriate footwear. |
| Standing        | ✓ |   |   | Accessing folders, p/copier, talking to others |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Walking         | ✓ |   |   | Meeting with others, moving between rooms      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Climbing        | ✓ |   |   | Option to take the stairs                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Bending         | ✓ |   |   | Reaching down to low shelves, p/copier         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Squatting       | ✓ |   |   | Reaching down to low shelves, p/copier         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Gripping        |   | ✓ |   | Mouse, stationary, phone                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Forward Reach   | ✓ |   |   | Typing, using the mouse, phone usage           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Lift            | ✓ |   |   | Light items, folders, paper and documents      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Carry           | ✓ |   |   | Short distances with in the building /office   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%)

\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).

## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by your during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.