

BLACKALL-TAMBO REGIONAL COUNCIL POSITION DESCRIPTION

POSITION:	Shockwave Manager
AWARD CLASSIFICATION:	LGOA – Level – 3.3
REPORTS TO:	As per Blackall-Tambo Regional Council Organisational Structure

1. PURPOSE

Shockwave is a joint initiative of Blackall-Tambo Regional Council, Longreach Regional Council, Winton Shire Council and Human Ventures. Shockwave is a creative skills and enterprise development program for young people in Central West Queensland that;

- Provides hands-on skills development in the creative industries to young people in Central West
- Nurtures emerging artists, scoping future opportunities to foster their professional development and build the pipeline of young artists, event producers, and arts workers in the region;
- Supports entrepreneurial employment options in the creative arts, including the establishment of young people's micro, community, and business enterprises; foster links between young people and local community organisations and business; and, more broadly, support local cultural development;
- Through the leadership of regional young people as volunteer coordinators, paid event producers and Queensland; and arts workers, continues to deliver the regional Shockwave Festival including associated production and developmental workshops.

The Shockwave Manager will be responsible for the development and delivery of the Shockwave Program and Festival. They will assist Human Ventures in the transition of Shockwave to local management by 2015 and continue to deliver the festival in 2016 if funding is sourced. This position is 2 year contract, subject to funding in 2016. The position is 3 days per week and extends to 4 days per week during the 4 weeks prior to the Shockwave Festival.

This position works closely with the Shockwave Mentor (Human 2015) and Shockwave Program Officer to support the development and sustainability of the Festival and overall Shockwave Program.

2. RESPONSIBILITIES AND DUTIES

PROGRAM

- Coordinate and develop the workshop program;
- Coordinate showcases of workshop outcomes for Shockwave;
- Recruit and manage arts workers for the workshop program and work closely with the Shockwave Program Officer to disseminate and keep abreast of contracts;
- Assist with the development, delivery and upkeep of the Shockwave website;
- Manage budgets.

FESTIVAL

- As Festival Producer, work closely with arts workers, the Shockwave Program Officer and other staff to ensure the effective development, delivery and reporting of the Shockwave Festival (2015-2016);
- Work closely with the Shockwave Program Officer and arts workers to link workshop outcomes into the Festival program;
- Manage a group of Young Coordinators to develop and deliver the Festival in conjunction with the Shockwave Program Officer.

FINANCE

- Operate within and report against allocated budgets;
- Secure and diversify income and funding streams for the Program and Festival including sponsorship with help from the Shockwave Regional Governance Committee. This includes the writing of grant applications and brokering new partnerships/sponsors from appropriate organisations.

RELATIONSHIPS & PARTNERSHIPS

- Manage relationships with delivery partners and develop and maintain community partnerships;
- Manage arts workers, their delivery of workshops and their relationships with young participants;
- Investigate opportunities for local and regional collaborations;
- Participation in the Shockwave Regional Working Group and the Shockwave Regional Governance Committee.

REPORTING

- Provide regular written reports against deliverables to funding bodies;
- Ensure the Program is documented effectively and with foresight.

PROMOTION

- Work with and liaise regularly with the Shockwave Program Officer to ensure the timely delivery of Shockwave Marketing/Communications collateral;
- Regularly communicate with media organisations to effectively promote and market the Shockwave Program and Festival;
- Travel throughout the region and beyond when required.

STRATEGIC DIRECTION AND TRANSITION

- Work with the Shockwave Mentor on informing and delivering on the strategic direction of Shockwave (Program and Festival).
- Work with transition partners to support the successful transition to community ownership of the program;
- Meet transition objectives, deliverables and timeframes;
- Engage in the broader community development, youth development and creative industries sectors to keep abreast of good practice.

ORGANISATIONAL STRUCTURE AND REPORTING

This position shall report directly to the:

- Shockwave Mentor to December 2014
- Relevant BTRC representatives January 2015 onwards
- Ongoing Mentoring will be provided by the Shockwave Mentor January to December 2015.

3. SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

- Proven ability to work within a team based environment.
- Ability to work unsupervised and to follow detailed instructions.
- Proven ability in managing and delivering youth arts programs.
- Commitment to working in and developing youth arts practice in the Central West.
- Working knowledge and proven commitment to Workplace Health & Safety.
- Working knowledge of Council operations and Quality Assurance principles.

4. WORKPLACE HEALTH AND SAFETY OBLIGATIONS

All persons engaged to perform work in any programs auspiced by Blackall-Tambo Regional Council have an obligation to uphold all relevant workplace health and safety practices. Section 28 of the *Work Health and Safety Act 2011* provides:

28 Duties of workers

While at work, a worker must –

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- (d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

You will be required to uphold the obligations mentioned above and additionally with any other workplace health and safety and environmental matters that relate to the type of work being performed where it is reasonable to do so.

5. WORKPLACE PROTOCOL

- Staff should start no later than the assigned time and arrive some 10 minutes prior to start time.
- If illness occurs, staff should phone the Neighbourhood Centre preferably half an hour prior to the day's start.
- All works areas are to be kept in a clean and tidy manner at all times.
- In all instances of overtime, no payment or time in lieu will occur unless authorised by the relevant Supervisor.
- All Council employees shall abide by and uphold Council's Code of Conduct and respect the image and ethos of Council, to provide superior services to our clients and community.
- Staff are required to complete timesheets on a weekly basis.

6. AUTHORITY

The employee has authority to enforce and adhere to all policy and procedures adopted by the Blackall-Tambo Regional Council to operate within the scope of legislative requirements. All contact with members of the public, government agencies, other internal and external clients and fellow employees shall be in good faith and in accordance with internal protocols within the work group and authority of the position.

7. PERFORMANCE INDICATORS

All functions are performed within the appropriate standards set out under terms and conditions of employment as set out by Blackall-Tambo Regional Council and specifically within your performance agreement.

Employee Name: _____

Employee Signature: _____

Date: _____

Chief Executive Officer Name: _____

Signature: _____

Date: _____