



Employment Application Pack

Position Title:	Coordinator – Arts and Culture
Vacancy Reference Number:	VRN26/27-043
Department:	Corporate & Community Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	\$99,587.65 - \$103,277.50 Level 5 LGIA Stream A
Recruitment Commences:	9 September 2026
Recruitment Closes:	23 September 2026

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS

POSITION APPLYING FOR: Coordinator – Arts and Culture		VRN 26/27-043
FAMILY NAME:		GIVEN NAME(S):
TITLE: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____		
MAILING ADDRESS:		MOBILE NO:
POSTCODE:		TELEPHONE NO:
EMAIL ADDRESS:		

IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?

☐ Facebook	☐ SEEK	☐ LinkedIn
☐ Newspapers _____	☐ Posters/Mail outs	☐ The Australian Local Government Job Directory
☐ Banana Shire Council Website	☐ On-Line (Please specify website) _____	

ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Are you an Australian/New Zealand citizen or Permanent Resident? Yes ☐ No ☐

If no, do you have a working visa? (Please specify type) Yes ☐ No ☐

LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Class of Licence:	☐ Car (C)	☐ LR	☐ MR	☐ HR	☐ HC	☐ MC	☐ RE/R
☐ Open ☐ Provisional ☐ Learners							
Licence issued in	☐ Queensland	☐ Another State/Territory	☐ Another Nation				

PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Please list the **current** Plant Operator Tickets you possess (**Please provide details on a separate sheet if necessary**):

BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? ☐ Yes ☐ No

WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? ☐ Yes ☐ No

QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)

Level of Qualification: ☐ Masters ☐ Post Graduate ☐ Degree ☐ Diploma ☐ Certificate/Trade ☐ School

Course Name: _____ Year Qualification Obtained: _____

Educational establishment where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School

Name of Establishment: _____ Country (If outside Australia): _____

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes ☐ No ☐

If yes, please state details:

WORK RELATED REFEREES

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: _____

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned

Coordinator – Arts and Culture

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Coordinator – Arts and Culture		
Classification:	Level 5	Position Status:	Full Time, Permanent
Employment Conditions:	Queensland local Government Industry Award (Stream A) – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Corporate and Community Services	Location:	Biloela
Reports to:	Principal Community Services Coordinator	Number of reports:	0

ABOUT COUNCIL

Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

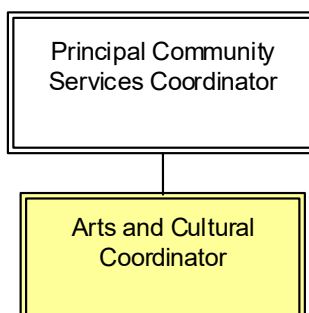
Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

GENERAL POSITION INFORMATION

Manage the Banana Shire Regional Art Gallery and Art Collection. Help drive and grow arts, history, and cultural activity within the Banana Shire.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Support the design, development and implementation of an Arts and Culture strategy for the Banana Shire.
- Support the delivery of public art and mural projects.
- Support Banana Shire communities to have access to creative opportunities, initiatives, and experiences.
- Design and deliver Shire wide public programs.
- Provide Council with expert arts, history, and culture advice.
- Manage the operational requirements of the Banana Shire Regional Art Gallery.
- Program, plan, and deliver an agreed schedule of exhibitions.
- Support the growth and development of creative communities within the Shire.
- Lead the delivery of the annual Brigalow Art's Festival.
- Effectively manage the Council's art collection and acquisitions program.
- Establish and maintain effective networks with a range of stakeholders and partners.
- Manage the recruitment, training, rostering, and ongoing leadership of the Art Gallery volunteer team.
- Support the effective delivery of the Regional Arts Development Fund.
- Identify, prepare, and submit applications for relevant funding opportunities.
- Prepare and submit relevant internal and external reports.
- Assist with planning and developing Council run promotional, heritage, and cultural events.
- Support the delivery of Council run events (e.g. Australia Day)
- Plan and monitor operational and project budgets.
- Manage the development, scheduling and delivery of content for Arts and Culture via Council's website and relevant social media platforms.
- Contribute to the promotion of the image of the Council and the maximisation of good public relations.
- Liaise with clients, other Council staff, the public, consultants, utility, and government authorities in the performance of duties including providing and obtaining information.
- Undertake routine administrative tasks as required by the position e.g. timesheets.
- Assist senior staff to continuously improve work processes and develop new practices as required.
- Participate in training, exercises and response to disaster management and recovery as required.
- Undertake other relevant duties as directed, consistent with skills, competence, and training.

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Tertiary qualifications relevant to the role (e.g. Visual Arts, Curatorship/Art History, Museum Studies) and/or equivalent experience to the role (management of an art gallery or museum, exhibition delivery, public program delivery and collection management)
- Current Queensland Working with Children Check "Blue Card" or ability to obtain
- Queensland C class drivers' licence (minimum requirement – provisional licence)

Desirable

- Responsible Service of Alcohol (RSA) Certification

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Demonstrated experience managing an art gallery or in the collation, maintenance, and restoration process of art collections.
- Experience in exhibition and event management.
- Demonstrated experience in supporting community capacity building.
- Engage with communities to analyse needs and develop projects that address identified needs.
- Well-developed people leadership skills that demonstrate the ability to engage with a range of people from diverse groups and build and maintain relationships.
- High level of oral and written communication skills including strong negotiation, interpretation, and report writing skills.
- High standard of keyboard and computer skills including working knowledge of the MS Office suite of programs and graphic arts and design programs such as Photoshop.

- Demonstrated ability to work independently, manage multiple tasks and deadlines and use initiative within set guidelines.
- Sound knowledge of and commitment to EEO and WHS principles and practices

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' drivers' licence and that the loss of licence may jeopardise employment with Council.
- The employee acknowledges that this role requires them to hold and maintain a current (or exemption) Queensland Working with Children Check "Blue Card".
- The employee agrees to be available for work on weekends and public holidays as required.

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document, you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: