

Position Description – Cultural Programs Coordinator

Position Number:	1841B
Directorate:	Services
Business Unit:	Communications and Cultural Programs
Hours Per Week:	35
Award:	Local Government (State) Award
Grade (SAS):	19
Location:	Civic Centre
Position Reports to:	Manager – Communications and Cultural Programs
Direct Reports	2

Our Values



Customer focus

We listen to the needs and wants of our customers and provide exceptional customer service



Integrity

We are fair and consistent in our actions, and we act ethically, honestly, responsibly and respectfully



Consultation

We seek to understand before acting and are sensitive to residents' needs and situations



Leadership

We focus attention on what is really important, lead by setting a good example and seek to improve outcomes, processes and relationships



Equity

We deal equally and honestly with customers and each other

Position Overview

This Position Description is not a complete statement of all the Accountabilities, Responsibilities, Tasks and Outcomes etc. associated with the role. It is intended only to be indicative and descriptive of the role with the incumbent required to undertake any and all tasks requested that are within their skills, competence and training.

To coordinate the direction and delivery of Council's cultural programs including arts, cultural and community events that promote the community rich in culture with a unique identity.

This is a child related employment position in accordance with the Child Protection (Working with Children) Regulation 2013. It is an offence for a prohibited person to apply for or occupy this position.

Principal Accountabilities

- Plan, coordinate and deliver Council's annual cultural and community events program, from creative direction through to on-the-ground logistics, scheduling, budgeting and risk management. Develop marketing and digital promotion tools to increase opportunities for participation and cultural connections with the local community.
- Co-ordinate the operational delivery of cultural activities and public events in line with Council's Cultural Plan and Annual Delivery and Operational Plan, including implementing policies and procedures, contractor and supplier coordination, and compliance requirements associated with performances, public programs, events and public art. Identify opportunities to celebrate cultural diversity in Council and community programs.
- Coordinate and project-manage a range of partnerships with the local and regional community, overseeing timelines, deliverables and logistics in best practice cultural programming. Input into future planning for Council's cultural infrastructure projects.
- Organises and coordinates the work of others by effectively monitoring and evaluating work performance and guiding and developing staff and volunteers as required.

Key Organisational Accountabilities

- Abide by the principles of Council's Code of Conduct – and other Council policies and procedures – in the carrying out of all Council duties: integrity, leadership, selflessness, objectivity, accountability, openness, honesty and respect.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, with honesty and fairness.
- Provide exceptional customer service by listening to the needs of each customer and action in a prompt, professional and courteous manner at all times.
- Foster innovation through seeking to improve outcomes, processes and relationships.
- A commitment to ensuring the organisation is child safe.
- Identify, assess and manage all risks associated with the function.
- A commitment to Council's Fraud and Corruption prevention strategy.
- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence.
- Always ensure your actions contribute to a safe and healthy workplace.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.

Selection Criteria

Essential

Qualifications

- Degree in Arts or Communications or relevant experience in cultural development/events management.

Skills/Experience

- Significant understanding of the processes involved in delivering and implementing community cultural development programs including public events, place-making initiatives, cultural programs and public art.
- Proven experience in providing creative direction for marketing events and cultural projects.
- Significant experience in managing outdoor events and live performances.
- Advanced oral and written communication skills.
- Highly-developed organisational skills.
- Experience in facilitating meetings.
- Ability to work well under pressure.
- Ability to attend out-of-hours events as required.
- Ability to provide timely reports on budgets and key target areas.
- Commitment to quality customer service.
- Demonstrated ability to effectively supervise and develop staff.
- A current 'Paid Worker – Working With Children Check' Clearance (NSW).

Desirable

- Experience in managing volunteers.
- Highly-skilled desktop publishing and PC Skills.
- Basic knowledge of audio equipment.
- Digital photography skills.
- Experience in graphic design and related computer applications.
- Experience working with community-based advisory committees.
- Experience securing sponsorship
- Understanding of, and experience with, community-based management structures.

Other

- Position Holder in this position will be subject to relevant and ongoing probity checks as determined by Council.

Signature

Position Holder: _____ Date: _____

Reviewed and Finalised

Date: October 2026