



POSTION TITLE: Staff Artist
LOCATION: Arts Project Australia (APA) Studio Northcote, Victoria, Australia
EBA CLASSIFICATION: Level 2.1 – 2.3
REPORTS TO: Studio Manager
STAFF SUPERVISED: N/A
BUDGET RESPONSIBILITY: N/A
DATE REVIEWED: 11 July 2024

ABOUT ARTS PROJECT AUSTRALIA:

Arts Project Australia (APA) is a gallery and studio that supports artists with intellectual disabilities, promotes their work, and advocates for their inclusion in contemporary art practice. We offer an ongoing studio-based visual art program staffed by practicing artists, providing support and assistance to people living with intellectual disabilities wishing to develop their artistic skills and creative output in an engaged and sustained way. APA offers our staff and studio artists a unique, creative, and stimulating work environment.

POSTION SCOPE:

The Staff Artist is primarily responsible for developing and delivering a high-quality, accessible, and stimulating studio arts program for people with intellectual disabilities, enabling them to develop their artistic practice and achieve their goals. This role supports studio APA artists in developing their artistic practice, from technical skills to conceptual framing, ensuring authentic and ambitious development that reflect best practices in contemporary art.

Stakeholders and key relationships:

Internal: People with intellectual disabilities, their families, support workers, staff, volunteers, members, and students.

External: The arts community, disability service providers, peer studios, customers, contractors, and suppliers.

POSTION RESPONSIBILTIES:

Key position accountabilities	Key performance indicators
<p>Culture and Leadership</p> <ul style="list-style-type: none"> Actively support the vision, values, principles, and practices of Arts Project Australia, promoting a productive, creative, and inclusive studio environment. Develop and build networks in the sector that enhance the work of Arts Project Australia. 	<p>Culture and Leadership</p> <ul style="list-style-type: none"> Promote Arts Project Australia’s vision, values, principles, and practices to stakeholders. Treat APA artists, staff and community with respect and dignity. Respond to the personal care needs of artists as required. Enhance Arts Project Australia's profile and achieve opportunities for networking in the sector.

<p>Resource Management</p> <ul style="list-style-type: none"> • Ensure efficient use of studio materials, equipment, property, and supplies • Actively promote a safe, healthy, and environmentally sustainable workplace and public environment • Ensure studio equipment, supplies, mediums, and materials are available to artists when required • Maintain and secure studio property, equipment, and material • Keep work and storage areas clean and organized • Effectively label, store, and file artworks in progress • Accurately and timely document all finished artwork. 	<p>Resource Management</p> <ul style="list-style-type: none"> • Studio equipment, supplies, mediums and materials are available to artists when required • Studio property, equipment and materials are maintained and secure. • Work and storage areas are clean and organised • Artworks in progress are effectively labelled, stored and filed • Accurate and timely documentation of all finished artwork is achieved.
<p>Sustainable organisation</p> <ul style="list-style-type: none"> • Contribute to the development of effective policies, procedures, and practices that support best practice studio management and administration • Introduce new initiatives and improvement suggestions • Promote and encourage sustainable practices and activities • Participate in professional development. 	<p>Sustainable organisation</p> <ul style="list-style-type: none"> • New initiatives and improvement suggestions are introduced • Sustainable practices and activities are promoted and encouraged • Participation on professional development achieved
<p>Studio program</p> <ul style="list-style-type: none"> • Collaborate with team members and artists to develop individually tailored programs and experiences that encourage diverse, high-quality, distinctive artistic outcomes • Participate in the development and facilitation of outcomes for artists' Individual Support Plans and review processes • Respect, review, document, and support the individual artistic developmental needs of people with intellectual disabilities • Ensure personal and logistical needs of artists are met while in the studio • Prepare and submit exhibition proposals, curate/facilitate internal or external exhibitions, and recommend special projects for artists. 	<p>Studio program</p> <ul style="list-style-type: none"> • Collaborate with artists and team members to facilitate the production of high-quality, diverse, and distinctive artwork recognized by the art community • Develop and achieve outcomes for artists' Individual Support Plans • Participate in the artist review process. • Undertake studio and outreach programs to promote high-quality management • Ensure high levels of satisfaction among management, peers, artists, and their families and carers • Actively contribute to the development of individual artists • Undertake daily routines and setup procedures in a timely and efficient manner • Always supervise artists effectively.

	<ul style="list-style-type: none"> • Meet individual artists' needs while at the studio, including artist pick-ups • Complete all artist reporting requirements (e.g., administration, development, reviews, attendance roll) • Write accurate, clear, and informative reports and communications that meet the needs of their intended audience • Support volunteers and new staff • Organize successful field trips, workshops, and events • Manage grievances and conflict satisfactorily • Submit well-prepared exhibition proposals on time and curate/facilitate internal or external exhibitions that meet stakeholder needs.
<p>Governance</p> <ul style="list-style-type: none"> • Actively engage with team to support the effective development of organisational strategies, plans and key initiatives • Comply with statutory and organisational policies and procedures including funding body requirements. • Ensure artists and visitors comply with all Arts Project policies, practices, procedures. 	<p>Governance</p> <ul style="list-style-type: none"> • Artist plans and reviews are relevant, timely and accurate, meeting funding body and Arts Project requirements • All relevant statutory and organisational policies and procedures are complied with • Positive OHS practices are actively promoted.

SELECTION CRITERIA:

(Essential)

- Tertiary qualifications in visual arts, graphic design or equivalent
- Specialist technical skills in one of the following areas: ceramics, print making, or digital art
- A passion for, interest and knowledge of contemporary visual art practice and arts sector
- Ability to work effectively in a collaborative team environment
- Outstanding interpersonal and communication skills
- The ability to lead, support, mentor and motivate individuals in the creative process.
- Capacity to communicate effectively with neurodivergent individuals
- Passion for contemporary art and commitment to promoting inclusivity and diversity in the sector
- Demonstrated positive OH&S practices
- Current Victorian driver's license
- Current Working with Children Check, and NDIS Workers Screen Check, or ability to obtain both.

(Desirable)

- Experience working in the arts sector, preferably small to medium and/or visual arts
- Experience working in disability or community development sector.

ACKNOWLEDGEMENT:

I fully understand the duties and responsibilities as outlined in this position description and will undertake to perform my role in accordance with the expectations indicated above.

Employee's name

Signed.....**Date**.....

Manager.....**Date**