



## ARTS LAW CENTRE OF AUSTRALIA

### JOB DESCRIPTION

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**POSITION TITLE:** Artists in the Black Coordinator (FTE)

**RESPONSIBLE TO:** Chief Executive Officer and Director Legal Services

**This is an Aboriginal / Torres Strait Islander identified position<sup>1</sup>**

### BACKGROUND & ROLE WITHIN THE ORGANISATION

Arts Law is Australia's independent national community legal centre for the arts. Our mission is to empower artists through the law. We provide free or low cost specialised legal advice, education and resources to Australian artists and arts organisations across all art forms, on a wide range of arts related legal and business matters.

Arts Law's Artists in the Black (AITB) program delivers targeted services to Aboriginal and Torres Strait Islander artists and arts and cultural organisations nationally. The Artists in the Black service was established in 2004 to provide enhanced legal services to Aboriginal and Torres Strait Islander artists, organisations and communities.

The Artists in the Black Coordinator will work with Arts Law management/CEO, to develop Arts Law's service delivery to Aboriginal and Torres Strait Islander arts communities. The person will provide support & assistance to Arts Law staff and volunteers and will be required to participate in planning, developing, implementing & nurturing relationships & partnerships with Aboriginal communities, organisations and individuals as required.

The position is full time (35 hours/5 day week). Generally, a working day at Arts Law is 9am-5pm with a one-hour break for lunch. The salary range is \$58,831 to \$70,342 per annum depending upon qualifications and experience. Leave loading and the Superannuation Contribution (SGC) is paid in addition to the salary. Salary packaging is available.

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<sup>1</sup> Arts Law considers that being Aboriginal or Torres Strait Islander is a genuine occupational qualification under s 14 of the Anti-Discrimination Act 1977 (NSW) for this position.

## STATEMENT OF DUTIES

### 1. Community and cultural engagement

- Promote Artists in the Black to Aboriginal and Torres Strait Islander artists, organisations and communities as well as to non-Indigenous agencies on a national basis.
- Identify needs in communities and recommend to the CEO how the Artists in the Black program can better meet these needs.
- Represent Artists in the Black and Arts Law on committees and at meetings when appropriate in consultation with the CEO.
- Support partnerships with Aboriginal and Torres Strait Islander arts, cultural and community organisations, private sector organisations, government departments, nongovernment agencies including other community legal services and community groups to maximise outcomes for Aboriginal and Torres Strait Islander artists, their organisations and communities.
- Work closely with Arts Law staff and volunteers to guide and support them through cultural issues.
- Assist the CEO to develop partnerships and philanthropic relationships to develop the sustainability of the Artists in the Black service.
- Assist Arts Law and Arts Law's Reconciliation Working Group with the further development and implementation of our Reconciliation Action Plan.

### 2. Legal Information and education

- Work in cooperation with the CEO and Director Legal Services to ensure an effective legal advice and community education program is provided to AITB clients
- Provide information to Aboriginal and Torres Strait Islander artists, organisations and communities about Arts Law services.
- In consultation with the CEO and Director Legal Services assist in the planning, coordination and delivery of education and information sessions for Aboriginal and Torres Strait Islander artists, organisations and communities.
- Assist with the development of educational resources for Aboriginal and Torres Strait Islander artists, organisations and communities.
- Assist in the development of materials for publication in relation to Artists in the Black, including brochures, information sheets and booklets.
- Participate in activities which promote legislative and policy change, consistent with the aims and objectives of Artists in the Black.
- Assist in the development of materials to explain law and policy reform issues to Aboriginal and Torres Strait Islander artists, organisations and communities.

### 3. Administration and organisational responsibilities

- Participate in the development and review of policies and procedures in relation to the Artists in the Black program and cultural safety and engagement at Arts Law.
- Be responsible for supporting Arts Law staff and volunteers in building their cultural understandings of Artists in the Black clients.
- Be responsible for logistical and cultural support for Artists in the Black outreach work (eg wills and education), including developing itineraries, making bookings in consultation with General Manager and other relevant staff.
- Undertake client feedback and data collection for the purpose of program development and program evaluation as requested.
- Prepare and maintain appropriate records and reports as required.
- Be responsible for own administration and organisational tasks, including word processing.
- Assist, when appropriate, with office administration and attend Board, committee and staff meetings as requested.
- Other duties, within the scope of the position as requested.

Arts Law considers that being Aboriginal/Torres Strait Islander is a genuine occupational qualification under s 14 of the Anti-Discrimination Act 1977 (NSW) for this position.

## Artists in the Black Coordinator

**This is an Aboriginal / Torres Strait Islander identified position**

### SELECTION CRITERIA

#### ESSENTIAL

1. Demonstrated knowledge of problems faced by Aboriginal and Torres Strait Islander artists, arts organisations and communities relevant to the arts.
2. Demonstrated understanding of issues facing Aboriginal and Torres Strait Islander people and organisations.
3. Demonstrated empathy for the experiences of Aboriginal and Torres Strait Islander people and a background of working with Aboriginal and Torres Strait Islander people, organisations and networks.
4. Excellent communication skills (oral and written), in particular, the ability to explain legal issues to Aboriginal and Torres Strait Islander artists, arts organisations and communities.
5. Ability to provide educational activities to Aboriginal and Torres Strait Islander artists, students, organisations.
6. Demonstrated ability to provide Arts Law staff and volunteers with cultural engagement and safety program.
7. Ability to communicate with a diverse range of people, including artists, arts organisations, members of the legal profession, representatives of government and community organisations.
8. Well-developed administration, organisational and self-management skills, including computer skills and excellent attention to detail.
9. Demonstrated ability to work effectively in a small office team.
10. Ability to travel to Aboriginal and Torres Strait Islander communities nationally.

#### DESIRABLE

Tertiary or other qualifications relevant to provision of Arts Law services to Aboriginal and Torres Strait Islander peoples.

Experience in a paralegal role.

Understanding and appreciation of the role of community based organisations, and of community legal centres in particular.

Experience liaising with relevant government, professional and private agencies.