



## **ARTS LAW CENTRE OF AUSTRALIA**

### **JOB DESCRIPTION**

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<b>POSITION TITLE</b>	Solicitor (Full-time)
<b>RESPONSIBLE TO</b>	Senior Solicitors & CEO

### **GENERAL**

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Arts Law is looking for a solicitor who is energised by their love of the arts, and motivated by helping Australian creators protect their rights and grow their arts practice. We welcome applications from enthusiastic and dynamic lawyers with a strong knowledge of art law issues, who will benefit from the direct artist contact this job provides as well as the engagement with the wide range of areas of law on which we advise, including copyright, contracts, defamation and business structuring to name a few. In addition, our Artists in the Black program addresses the legal challenges around protecting Indigenous Cultural and Intellectual Property, including fake art and wills and intestacy. The position involves regular domestic travel to deliver Arts Law legal advice and education services throughout Australia.

The role is open to solicitors with a minimum of 3 years post-admission experience.

The salary range is \$76,698 - \$82,498 per annum (plus superannuation (SGC)) commensurate with qualifications and experience. Voluntary salary packaging is also available.

This is a full-time position on our small team of 11 FTE staff.

Applications close at 5pm on Monday 30<sup>th</sup> November, 2017.

## STATEMENT OF DUTIES

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### 1. **Advisory**

- Give verbal and written legal advice to individuals and organisations with arts related legal problems, including drafting and reviewing contracts and other documents. This includes best practice advice and participating in Arts Law's legal advice outreach clinics.
- Provide advice and draft wills for artists as part of the Artists in the Black program.
- Report to senior staff in relation to the delivery of the above services and work cooperatively with all staff to ensure Arts Law clients are assisted in a timely and efficient manner.

### 2. **Education**

- Prepare and give lectures, seminars and workshops to tertiary students, arts and legal practitioners and organisations, including Indigenous artists and organisations, in areas of law relevant to practising artists, including contracts, copyright, censorship, defamation, employment, taxation, business structures and other areas of law as directed. This involves the participation in domestic travel as education is delivered in a number of states and territories.
- Contribute to the development of Arts Law's education resources.

### 3. **Publications and Website**

- Prepare material for publication in Arts Law's brochures, booklets, information sheets and on the 2 websites maintained by Arts Law.
- Prepare articles for Arts Law's in house publications, and edit those publications from time to time.
- Draft or review sample contracts for use by the Australian arts community.
- Prepare articles for publication in arts and legal journals.

### 4. **Law and Policy Reform**

- Research and write submissions to government, law reform bodies and other bodies as directed.
- Participate in other law and policy reform activities as directed.

### 5. **Volunteers**

- Supervise volunteer lawyers on the pro bono lawyer panel, daytime volunteers (students) and interns during business hours as directed and in communication with the staff primarily responsible for the supervision of the volunteer lawyer panel.

# SELECTION CRITERIA

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## SOLICITOR

### PREREQUISITE

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Eligibility for admission to practice as a solicitor in New South Wales.

3 years+ post-admission experience.

### SELECTION CRITERIA

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1. Demonstrated knowledge of, and preferably experience in, the legal issues faced by artists and arts organisations in all arts sectors, including contracts, intellectual property (especially copyright), defamation, and business structures.
2. Excellent verbal communication skills, in particular, the ability to explain complex legal issues to individuals and groups with a predominantly non-legal background.
3. Excellent written skills including legal drafting skills.
4. Demonstrated ability to provide professional development workshops.
5. Awareness of law reform issues relevant to artists' professional and creative activities.
6. Awareness of the legal issues relevant to the impact of digital technology on the arts.
7. Understanding and appreciation of the role of community based organisations, and of community legal centres in particular.
8. Well-developed self-management, organisational and administrative skills.
9. Availability to travel interstate, including to remote areas of Australia.
10. Ability to work effectively in a small office team.