



## JOB DESCRIPTION – ARTISTS IN THE BLACK SOLICITOR

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**POSITION:** Full time fixed-term (12 months)

**RESPONSIBLE TO:** Senior Solicitor or their delegate

**FLEXIBILITY:** Remote working and part time working arrangements considered for the right candidate.

**SALARY:** \$89,290 per annum, negotiable for the right candidate (+ salary packaging + superannuation).

**All applications addressing the selection criteria are considered**

**This is an identified Aboriginal or Torres Strait Islander position.**

### BACKGROUND & ROLE WITHIN THE ORGANISATION

Arts Law Centre 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 Solicitor will work within the Artists in the Black team to assist in the delivery of Arts Law's service to Aboriginal and Torres Strait Islander arts communities, primarily in WA. This role will work closely with the Senior Solicitor (AITB), Artists in the Black Paralegal and Coordinator as required.

The position is 12 months fixed-term fulltime (35 hours per week). Arts Law staff can choose to work a compressed week over 4 days (8.75 hours/days eg 8am-5.45pm with a one-hour break for lunch). The salary range commences at \$89,290 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 for full-time and part-time employees.

### STATEMENT OF DUTIES

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#### Prerequisites

- Hold, or be eligible to hold, a current unrestricted practicing certificate in WA.
- Experience in intellectual property law, including copyright and contracts/commercial law or wills and estates.
- Availability to travel
- 4 years+ post qualification experience



## **Purpose**

Responsible for the day-to-day provision of legal advice and related services to Western Australia's artists and creative communities, with a primary focus on Aboriginal and Torres Strait Islander artists through the Artists in the Black program. Delivery of AITB wills project to Aboriginal artists across WA.

### **1. Legal Practice**

Provide legal advice to individual artists and arts organisations with arts related legal problems. This advice covers a wide range of legal areas including copyright, contracts, debt, business structuring, defamation and ranges from high level general advice to strategic, commercial and/or contractual review and drafting assistance. The focus of this role will be the delivery of the Artists in the Black wills project for Aboriginal artists in WA.

Supervise and oversee legal assistance provided by volunteer lawyers, day-time volunteers and interns as required.

### **2. Education and professional development**

Prepare and deliver professional development workshops to Aboriginal artists, other creators, tertiary students, arts workers, and other stakeholders in wills, copyright, contracts, business structures and other areas of law relevant to practicing artists and arts organisations. Delivery includes online and in person delivery to local, regional and remote locations. Contribute to the development of Arts Law's education resources.

### **3. Publications and website**

Prepare professional and self-help materials including information sheets, checklists and guides. Draft or review contract templates for use by Australia's creative communities as directed.

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

Contribute to law and policy reform work, including participation in the Arts Law's advocacy committee and the development of an advocacy plan.

Prepare submissions and participate in other law and policy reform strategies as directed.

### **5. Administration and other duties**

Do your own administration (including file notes, use of Salesforce, Microsoft Office and Outlook calendar) and attend Board and staff meetings as required. Carry out other duties as may reasonably be required by the Senior Solicitor (AITB), Principal Solicitor, Director National Partnerships and Programs or CEO.

## SELECTION CRITERIA

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### SOLICITOR

#### Essential

1. Practising certificate in Western Australia with 4+ years post qualification experience in intellectual property (copyright) and contracts/commercial law.
2. Demonstrated experience in providing strategic, relevant legal advice to creators and/or arts organisations and/or small to medium businesses.
3. Strong verbal and written communication skills, in particular, the ability to distill and explain complex legal issues to individuals and groups with a predominantly non-legal background.
4. Strong legal drafting skills (experience in drafting contracts for creatives is highly desirable).
5. Skillful management of short, medium and long term legal projects/tasks, for example, balancing day to day advice files with medium term drafting tasks and longer term negotiations or reform work.
6. Well-developed organisational and administrative skills including own file management and being administratively autonomous.
7. Demonstrated ability to work effectively in a small team.
8. Ability to travel nationally on a regular basis.

#### Desirable

1. Experience in community-based organisations or arts organisations.
2. Experience in working with people from Aboriginal or Torres Strait Islander backgrounds.
3. Experience in providing tertiary or community legal education.
4. Experience in wills and estates law.
5. Experience in policy and law reform work and an awareness of law reform issues relevant to artists' professional and creative activities.