



Artists in the Black

ARTS LAW CENTRE OF AUSTRALIA

JOB DESCRIPTION

POSITION TITLE: Artists in the Black Engagement Officer Northern Territory (NT) (part-time position) (12-month contract)

SALARY RANGE: \$37,500 - \$42,500 per annum (18- 21 hours per week) (+ salary packaging + superannuation).

This is an Aboriginal / Torres Strait Islander identified position¹

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) service delivers targeted services to Aboriginal and Torres Strait Islander artists, and arts and cultural organisations nationally.

The Artists in the Black Engagement Officer will be based in the NT (either Darwin or Alice Springs) and will work closely with the AITB team, including the AITB Coordinator and the Director AITB Legal, to develop Arts Law's service delivery to independent Aboriginal artists in the Northern Territory. The AITB Engagement Officer will identify and build relationships with independent Aboriginal artists and provide information about artists rights, fair commercial art practices, and the benefits of having a will. The AITB Engagement Officer will connect artists to Arts Law's legal advice services or other services as needed. The person will be required to participate in developing and nurturing relationships with Aboriginal communities, organisations and individual artists.

¹ 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) and sub-s 35(1)(b)(ii) of the Anti-Discrimination Act 1996 (NT) for this position.



STATEMENT OF DUTIES

Artists in the Black

1. Community and cultural engagement

- Promote and represent Arts Law and its AITB service to independent Aboriginal artists in the NT.
- Identify needs and provide support to independent artists who sit outside of a support organisation.
- In collaboration with AITB Co-ordinator develop and deliver an AITB engagement program to independent Aboriginal artists in the NT.
- Assist Arts Law to develop relationships with Aboriginal and other arts, cultural and community organisations, government and non-government agencies (eg Desert, galleries, Arts NT, community legal centres) to promote Arts Law's services and maximise outcomes for Aboriginal artists.

2. Legal Information, education and access to legal services

- Work in cooperation with the AITB Co-ordinator and Arts Law leadership (CEO, Head of Legal and Operations, Head of Innovation Growth and Engagement and Director AITB Legal) to ensure effective information, legal advice and community education programs are provided to independent Aboriginal artists.
- Assist Head of Innovation Growth and Engagement and Director AITB Legal in the planning, preparation and delivery of education and information sessions for independent Aboriginal artists, organisations and communities including assisting in presentation of quality educational workshops for Aboriginal artists.
- Work in collaboration with Director AITB Legal and AITB Coordinator to ensure Aboriginal artists receive timely legal advice services and arrange consultations between artists and lawyers for Wills to be prepared for artists

3. Administration and organisational responsibilities

- Support Arts Law staff in building their capacity to engage with and understand the needs of independent Aboriginal artists.
- Prepare and maintain appropriate records and reports as required, including undertaking client feedback and data collection for the purpose of program development and program evaluation as requested.
- Be responsible for own administration and organisational tasks, including word processing and recording information on the shared Arts Law database.
- Assist, when appropriate, with office administration and attend Board, committee and staff meetings as requested.
- Perform any other duties needed to assist Arts Law to meet organisational goals and deliver



Artists in the Black

our mission.

- Work remotely from NT (Darwin or Alice Springs) with Arts Law staff based in the Sydney office and other Arts Law staff who work remotely.

Artists in the Black Engagement Officer (Northern Territory)

This is an Aboriginal / Torres Strait Islander identified position

SELECTION CRITERIA

ESSENTIAL

1. Demonstrated knowledge and experience in dealing with the challenges faced by Aboriginal and Torres Strait Islander individuals and/or communities, including (but not limited to) artists and arts organisations.
2. Experience in working with Aboriginal and Torres Strait Islander people, organisations and networks and a robust network within this sector.
3. Excellent communication skills (oral and written), including presentation skills and in particular, the ability to explain complex issues in a clear and simple way.
4. Demonstrated ability to communicate with a diverse range of people and organisations, including artists, arts organisations, lawyers, representatives of government and community organisations.
5. Well-developed administration, organisational and self-management skills, including word processing, email and other general computer skills and excellent attention to detail.
6. Demonstrated ability to work effectively in a small office team, including reporting to management team and communicating effectively within that team.
7. Motivated and a self-starter who can work independently as needed.
8. Ability to work remotely and to travel to engage with Aboriginal clients and communities in the NT, and to participate in the delivery of the AITB program's outreach work.
9. Ability to travel to Sydney to work in the Arts Law office, if required.
10. Current Australian drivers' licence

DESIRABLE

11. Understanding of NT's Aboriginal arts communities is highly desirable.
12. Tertiary or other qualifications relevant to provision of Arts Law services to Aboriginal and Torres Strait Islander peoples.
13. Understanding and appreciation of the role of community-based organisations, and, of community legal centres, in particular.