Position description

Creative Arts Officer (Part-Time)

Position code:	575
Division:	Community Development and Participation
Location:	Moruya Administration Office
Band/Grade:	Administrative / Technical / Trades Band 2 Level 2 – Grade 10

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative
We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful
We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit
We nurture and value our relationships, bringing out the best in each other.

We are professional
We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting
We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To assist in the development and delivery of Council's annual creative arts program and provide administrative and program support to the Creative Arts Development team.

Main duties and key result areas (KRA):

1. Provide high level administrative support to staff and volunteers of the Creative Arts team and practical delivery of exhibitions, public events and activities, records management, correspondence and procurement to implement the annual creative arts program.

   KRA: Evidence of high level of support provided to deliver the annual creative arts program implemented in line with Creative Arts Strategy.

   KRA: Record keeping and Council processes undertaken to high standard and within timeframes with regards to Council's customer service requirements.

   KRA: Volunteer/member groups supported and coordinated to required standard.

2. Communicate with artists, galleries and other community arts organisations to assist in the development and implementation of Council's creative arts programs and maintenance of stakeholder database and community engagement processes.

   KRA: Evidence of high standard of communication and engagement to deliver the annual arts program implemented in line with Creative Arts Action Plan.

   KRA: Databases and networks maintained and developed.

3. Contribute to the writing and editing of promotional items for creative arts programs and events, and facilitate the professional promotional schedule ensuring the timely production of material for print, web and other media.

   KRA: Events are marketed effectively and appropriate promotional activities are in place and of the required standard.

4. Assist with and supervise the installation of exhibitions, including technical assistance. Coordinate activities (exhibitions, receptions, tours, workshops/lectures/panels) and prepare venues and logistics for events and functions.

   KRA: Artists and event presenters are well supported and arts venues appropriately prepared, exhibitions, events/activities run smoothly.

5. Follow EEO and diversity principles and practices.

   KRA: Work practices are compliant with EEO and diversity policies and procedures.

6. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.

   KRA: Council's WHS Policy and procedures complied with.

Qualifications/experience (selection criteria)

Essential

1. Arts qualification or equivalent experience with innovative arts programs or similar administration.
2. Demonstrated excellent written and verbal communication skills.
3. Experience in the management of exhibitions and events.
4. Ability to apply innovative solutions and make effective decisions.
5. High level administrative skills with demonstrated ability to oversee small projects and prioritise workloads with minimal supervision.
6. Ability to desk-top publish, organise records and manage data in Microsoft Office programs.

Desirable

1. Knowledge and/or experience of NSW Regional Arts.

It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence to apply for this position.

A verified clearance as a result of a Working with Children Check is a requirement for this position as well as a satisfactory outcome as a result of a National Criminal History Record Check.

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:	Temporary Team Leader Visual and Public Arts
Date:	November 2026

Conditions of employment

Position title:	Creative Arts Officer (Part-Time)
Grading:	Grade 10 of Council's salary system
Salary range:	In the range of $45.27 to $49.70 gross per hour comprising: • $40.42 to $44.38 base salary • $4.85 to $5.33 superannuation (calculated at 12% of the base salary)
Award:	*Local Government (State) Award 2026*
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working with Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-employment medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-employment medical examinations are at Council's expense.
Hours of work:	Part time, 63 hours per fortnight. Hours currently arranged: Week 1 Monday to Friday 8:30am to 4:30pm (with one hour lunch break) Week 2 Tuesday to Friday 8:30am to 4:30pm (with one hour lunch

	break) This position may require evening or weekend work in the lead up to arts events. Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave entitlements:	Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks Annual Leave per full year of service, 2 weeks of Sick Leave and 1 week of My Leave.

Organisation chart

