



Position Description

Project Manager, Disability & Culturally Diverse Internship Program

About Accessible Arts

Accessible Arts (AArts) is the peak arts and disability organisation for NSW. We advance the rights of, and opportunities for, people with disability and/or who are Deaf to develop and sustain professional careers in the arts and have equitable access to arts and culture across NSW. www.aarts.net.au

About Diversity Arts Australia

The key partnership that will assist with the delivery of this project is with Diversity Arts Australia (DARTS). DARTS is Australia's national voice for ethno-cultural and racial equity in the arts, cultural and creative industries. <http://diversityarts.org.au/>

This position reports to Accessible Arts but will also be supported by Diversity Arts Australia.

About the Disability & Culturally Diverse Internship Program

Launching in July 2021, the Disability and Culturally Diverse Internship Program aims to provide training, professional development, professional networking and employment pathways for Culturally and linguistically diverse (CALD) artists with disability, with eight interns (CALD artists with disability) recruited and trained over one year to become professional access and inclusion consultants for the creative industries sector specifically and for the diversity and inclusion sector more broadly.

Participants will receive training and will undertake internships with selected arts and cultural organisations in their local community. Their internships will also involve outreach activities with local CALD residents and people with disability. The legacy of this program will be a network of CALD cultural access consultants across NSW and the ACT who will help to improve access to arts, culture and community events for people with disability from CALD backgrounds.

This program will commence in July 2021 and conclude in June 2022.



About The Position

Accessible Arts has recently received funding from the Commonwealth Department of Social Services to develop and deliver the Disability and Culturally Diverse Internship Program. This position will design, develop, and implement this program.

The Project Manager will be directly involved in the planning, delivery and evaluation of the project, and will be based in Sydney to work out of AArts and DARTS offices, including flexible work-from-home arrangements.

This work will involve:

- coordinating the call out and selection process for Interns
- selecting and inducting host organisations
- supervising and mentoring the participating interns and providing support and advice during the development of their consultancy businesses
- coordinating the training program for interns and host organisations
- supporting Interns in the delivery of community forum/networking events
- coordinating meetings between Interns, host and partner organisations
- liaising with and reporting to project partners and funder
- working with AArts and DARTS to develop accessible training resources
- providing advice to Interns and host organisations on relevant issues as they arise.

Complying with COVID safety restrictions, some travel may be required depending on where host organisations and/or Interns are based throughout NSW and the ACT.

This is a contract position providing 22.5 hours of employment per week until June 2022 at a rate of \$38/hour + superannuation.

This position reports to Accessible Arts' Arts Development & Training Manager.

Position Responsibilities

Project management and oversight of planning, delivery and evaluation of full program, including:

- Recruitment and training of eight Interns
- Sourcing and onboarding eight cultural organisations to host internships
- Coordinating training in relation to disability and cultural diversity for host organisations and Interns
- Main point of contact for all partners, including program funder
- Supervising and communicating with Interns and other participants
- Provision of regular support and advice to Interns during the development of their consultancy businesses
- Coordinating the development of relevant accessible training resources in a range of formats and languages
- Supporting Interns in meeting aims of the program, including setting up, developing and operating small business/sole trader and delivery of one CALD disability-focused community forum/networking event each



- Provision of advice to host organisations and Interns on issues as they arise
- Contributing to marketing and communication activities relating to the project
- Coordination and delivery of project reporting, including monitoring, evaluation and collation of all data into comprehensive project report and regular project and financial reports provided to relevant ILC/NDIA staff.

Selection Criteria

- Must identify as a person with disability and/or culturally diverse (inclusive of people who identify as migrant, refugee and/or person of colour)
- Strong project management experience in the arts and cultural sector
- Strong organisational and communication skills
- Ability to work effectively both independently and as part of a team
- Ability to work to deadlines
- Competency in Microsoft applications including Word, Excel, and Outlook
- Demonstrated mentoring and/or training experience (desirable).

To Apply

Please apply with a CV and a covering letter addressing your suitability for the position. Please email your CV and cover letter to: mcollett@aarts.net.au

Alternative application formats – such as video formats – will be accepted.

Accessible Arts values and promotes diversity and inclusion in our workplace and encourages people with disability, First Nations people and people of diverse cultural backgrounds, sexualities and gender identities to apply.

Applications close: **9am on Wednesday 28 July 2021**

Enquiries

For more information or to discuss other application formats please contact: Morwenna Collett | Interim CEO | mcollett@aarts.net.au

ENDS

Last updated: 08/07/21