

## ROLE DESCRIPTION

**ROLE TITLE:** Assistant Producer, Tarnanthi

**CLASSIFICATION:** ASO5

**ROLE NUMBER:** P47623

**AGENCY:** [Department of the Premier and Cabinet](#)

**DIVISION:** Art Gallery of South Australia

**BUSINESS UNIT:** Art Gallery of South Australia

**REPORTS TO:** Producer Tarnanthi

**ROLES REPORTING TO THIS ROLE:** Nil

**BUDGET:** In line with financial delegations

**ROLE PURPOSE:** The Assistant Producer, Tarnanthi is responsible for the coordination and event logistics for the biennial Tarnanthi Art Fair as part of the Tarnanthi Festival of Contemporary Aboriginal and Torres Strait Islander Art (Tarnanthi). The Assistant Producer, Tarnanthi will also provide support to the Producer, Tarnanthi in the lead up to the successful delivery of the Tarnanthi exhibition, projects and events as required and in collaboration with Tarnanthi team members.

### KEY OUTCOMES OF ROLE:

1. Coordinate all event logistics for the biennial Tarnanthi Art Fair including event planning, liaison, development, delivery, reporting and evaluation. This includes implementing strategies for the effective administration and communication for the Tarnanthi Art Fair.
2. Establish and maintain strong partnership relationships with Aboriginal and Torres Strait Islander art centres and artists across the country in the lead up to, delivery and acquittal of the Tarnanthi Art Fair. Including maintaining current knowledge in the field of contemporary Aboriginal and Torres Strait Islander art.
3. Maintain and work within project budget for the Tarnanthi Art Fair including tracking and processing of invoices and ensuring artists are paid on time.
4. Work closely with design and event delivery partners in relation to the Art Fair design and layout including procurement and contract management and providing expert advice and assistance on the delivery of the Art Fair.
5. Provide administrative support to the Secretariat of AGSA's First Nations Advisory Council as required.
6. Support the booking of travel, accommodation, per diems and other travel related support required for the Producer, Tarnanthi, Artistic Director, Tarnanthi, artists and partners, as appropriate.
7. Establish and maintain positive and productive working relationships with teams across AGSA to foster Gallery-wide collaboration and assist with the logistical delivery of the Tarnanthi Art Fair.
8. Work closely with AGSA's Marketing, Communication and design teams to initiate and contribute to the development and delivery of the Tarnanthi Art Fair online content and messaging to enhance audience engagement.
9. Provide administrative and program support to the Producer Tarnanthi in their role to develop, manage and deliver on programs and events as part of the Tarnanthi Festival. This includes diary management, records management, drafting of correspondence or research tasks.

### KEY RELATIONSHIPS / INTERACTIONS:

- Work closely with teams across AGSA
- Liaises closely with diverse external stakeholders, artists and contractors.
- Close working relationship with Aboriginal and Torres Strait Islander artists, art centers and organisations.

## SPECIAL CONDITIONS:

- In accordance with Section 52(2) of the *Equal Opportunity Act 1984* (SA), applicants for this position must be of Aboriginal or Torres Strait Islander descent.
- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires:
  - ☒ National Police Check
  - ☐ Working with Children Check
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.
- Out of hours work, interstate or international travel may be required.
- Class C driver's license is desirable.

## KEY SELECTION CRITERIA:

- Demonstrated experience in planning, managing and delivering major events, achieving agreed objectives, timelines, budgets and stakeholder outcomes.
- Proven experience and demonstrated ability to build, maintain and strengthen culturally respectful relationships with Aboriginal and Torres Strait Islander artists, communities and organisations to achieve shared outcomes.
- Well-developed organisational and project management skills, with the ability to exercise initiative, manage competing priorities and deliver results with limited supervision.
- Demonstrated success in engaging and influencing others, showing a high degree of confidentiality, diplomacy, and astuteness in a sensitive/political environment.
- Highly developed verbal and written communication skills, with the ability to communicate clearly, concisely and professionally with cross sector audiences and engagements.
- Demonstrated ability to build and maintain effective working relationships across a range of internal and external stakeholders, negotiating and coordinating activities to achieve successful project outcomes.
- Demonstrated experience and knowledge in applying culturally respectful practices and fostering culturally safe environments that support positive outcomes for staff, contractors and audiences.
- Experience working within a major cultural collecting institution.

## PURPOSE

- Making a difference so South Australia thrives

## VISION

- The Heart of government

## DPC VALUES

- Curious
- Courageous
- Connected

## SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- |                                                                                                                            |                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>▪ Trust</li> <li>▪ Service</li> <li>▪ Professionalism</li> <li>▪ Respect</li> </ul> | <ul style="list-style-type: none"> <li>▪ Collaboration and Engagement</li> <li>▪ Honesty and Integrity</li> <li>▪ Courage and Tenacity</li> <li>▪ Sustainability</li> </ul> |
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## CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

## CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

### Supports and Implements the Strategic Direction

- ☐ Understands the big-picture and contributes to the development of strategic direction
- ☒ Understands and supports organisational goals and business objectives
- ☐ Understands, supports and promotes organisational goals and business objectives
- ☒ Steers and implements change
- ☒ Identifies, defines and solves complex problems relating to the teams work objectives
- ☐ Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

### Achieves Results

- ☒ Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- ☒ Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- ☐ Ensures compliance with Public Sector legislation, regulations and policies
- ☒ Monitors project performance and takes action to improve the delivery of quality outcomes as required
- ☐ Values specialist expertise and capitalises on the knowledge and skills of self and others

### Enhances Business Excellence

- ☒ Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- ☐ Keeps abreast of market trends, developments and economic/legislative changes to meet current and future organisational needs
- ☐ Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
- ☒ Embeds a strong customer service ethos by understanding needs
- ☒ Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

### Cultivates Productive Working Relationships

- ☒ Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- ☒ Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- ☒ Works collaboratively and shares information with own team and seeks input from others
- ☒ Builds and sustains positive relationships with team members, stakeholders and clients
- ☒ Confidently communicates messages in a clear and concise manner using appropriate language

### Exhibits Personal Drive and Professionalism

- ☒ Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- ☐ Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- ☒ Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- ☐ Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
- ☒ Contributes to a culture that values and respects diversity and models this in all interactions
- ☒ Ensures standards for the safety and wellbeing of self and others are maintained