

## POSITION DESCRIPTION

### POSITION

Role: Staff Artist

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Position Number: TBC

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Business Unit/Branch:

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Location: Melbourne (Dax Centre)

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Employment type: Part-Time

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Work hours: Thursday, Friday, 11am – 5pm

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Classification:

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Length of term: Contract, July 1<sup>st</sup> – December 31<sup>st</sup> 2022

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Position reports to: Gallery Manager, Stef Harris

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Number of reports: None

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**Company overview:** SANE Australia is the leading organisation making a real difference for the five million people affected by complex mental health issues nationally. Australians affected by complex mental health issues – such as schizophrenia, bipolar disorder, complex trauma, and severe depression and anxiety – experience major barriers in accessing quality, affordable support, and face high levels of stigma and discrimination.

SANE is committed to changing this reality through its digital and phone counselling, peer support services, arts programming and services, and advocacy and research programs.

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**Position contact:** Name: Stef Harris, Gallery Manager  
Email: info@daxcentre.org

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### POSITION PURPOSE

As part of SANE Australia, The Dax Centre provides artists with lived experience of mental health issues opportunities for creative expression while fostering social change by expanding the public's awareness of mental illness and breaking down stigma through art.

The Staff Artist reports to the Gallery Manager and is a critical member of the Dax Centre. This role will:

- Create and deliver a high quality, accessible, empowering and participant-driven arts program that involves active choice and participation
- Support participants to achieve their personal artistic and social goals within the program scope

## KEY FUNCTIONS

### Key Relationships

- Program participants
- Other Staff Artists
- Program Volunteers
- Gallery Manager
- Curator

### Key Accountabilities

#### Arts Program coordination and delivery

- Design and deliver creative workshops to inspire, motivate and help participants develop their creative skills
- In consultation with participants, design and review individual Creative Plans and ensure that the studio activities meet the stated objectives of each participating artist
- Ensure that for each participant their personal artistic and social skills are taken into consideration
- Active contribution to the development of individual participant goals
- Daily routines and setup/pack up procedures are undertaken in a timely and efficient manner.
- Participants are actively supported at all times
- Individual participants' needs are met while at the studio.
- All artists reporting requirements are completed (i.e. administration, development, reviews, attendance roll).
- Volunteers and new staff are supported.
- Successful field trips/workshops/events are held.
- Grievances and conflict are managed satisfactorily

#### Resource Management

- Studio equipment, supplies and materials are available to artists when required
- Studio property, equipment and materials are maintained and secure
- Work and storage areas are clean and organised.

- Work with participants to ensure their work is properly stored, labelled and maintained daily
- Accurate and timely documentation of all finished artwork is achieved as required

### **Sustainable Organisation**

- New initiatives and improvement suggestions are introduced.
- Sustainable practices and activities are promoted and encouraged

### **Compliance**

- Comply with statutory and organisational policies and procedures including funding body requirements.
- Ensure artists and visitors comply with all The Dax Centre policies, practices, procedures.

### **Quality and Safety**

- Positive OHS practices are actively promoted and adhered to

### **People and Culture**

- Adhere to The Dax Centre and SANE Australia policies and procedures
- Contribute to an organisation culture based on collaborative work groups and with communicative, flexible, positive and strengths-based approaches

## **ESSENTIAL REQUIREMENTS**

### **Skills & Expertise**

- Demonstrates the ability to lead, support, mentor and motivate individuals in the creative process of art making.
- Demonstrates strong organisational skills.
- Experienced artist in a range of mediums and techniques and can demonstrate this expertise.
- Demonstrates strong oral and written communication skills including advocacy and negotiation skills.
- Ability to work effectively both one-on-one as well as in a team.

### **Qualification and Experience**

- Tertiary qualifications in fine arts or arts related discipline or equivalent professional experience.
- We encourage applications from artists of all backgrounds who have lived experience of mental health issues

## **HIGHLY DESIRABLE**

- A passion for mental health and an understanding of how creativity can improve mental health outcomes and empower individuals
- Mental Health First Aid Training
- First Aid certification is an advantage

### Other requirements

- Appointments are also subject to one or more of the following forms of pre-employment safety screenings such as NDIS Worker Screening Check, Working with Children Check, proof of a double-vaccination, and a National Criminal Record Check

Date PD Adopted:	June 2022
PD Review Date:	June 2024