



# Dandenong Ranges Music Council Inc.

Registration No A00097021 - ABN 22 320 640 265  
 Upwey High School, 1451 Burwood Highway, Upwey 3158  
 Patrons: The Hon. Mr W.A. Borthwick, A.M. (1979-2001)  
 Sir Joseph Burke, K.B.E. (1980-1992)

Community Music Co-ordinator:

Mrs. Bev McAlister  
 PO Box 430  
 BELGRAVE 3160

Tel: (03) 9754 6566  
 dmc@dmc.org.au  
 website: drmc.org.au

## COMMUNITY ARTS WORKER POSITION DESCRIPTION

<b>Title</b>	Community Arts Worker
<b>Incumbent</b>	New position
<b>Location</b>	Dandenong Ranges Music Council Community Music Centre 1451 Burwood Highway Upwey 3158 May require some travel in the surrounding area
<b>Structure</b>	Contract position Part time – 2 days per week
<b>Remuneration</b>	Determined under Cultural and Recreational Services award with regard to applicant's qualifications and experience

### Primary purpose

Responsible for assisting the community music coordinator in undertaking extensive community consultation and project management in the development and implementation of community arts projects. The role is also responsible for the coordination of professional artists and community participants involved in community projects.

### Reporting relationships

The community arts worker will report to the Community Music Coordinator.

### Capability Profile

Formal Education	<ul style="list-style-type: none"> <li>▪ May have completed formal qualifications in community music or a related field (not essential)</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>▪ May have experience in community music or related field</li> <li>▪ Project management experience would be highly valued</li> </ul>
Skills/Knowledge/Abilities	<ul style="list-style-type: none"> <li>▪ Excellent planning and resource management skills</li> <li>▪ Ability to build strong relationships with others</li> <li>▪ Sound verbal and written communication skills</li> <li>▪ Demonstrated use of initiative</li> <li>▪ Ability to work independently and in a team</li> <li>▪ Demonstrated computer literacy skills</li> <li>▪ Understanding of legal and ethical considerations in dealing with professional artists and community participants</li> <li>▪ Competent in using Microsoft Office and Publisher</li> <li>▪ Ability to understand music requirements from professional musicians (composers, conductors, instrumentalists, teachers) and amateur musicians, children and parents</li> </ul>



The Dandenong Ranges Music Council Inc. is assisted by the Australia Council, the Federal Government's Arts funding and advisory body and the Shire of Yarra Ranges.

