

SCHEDULE A - DUTY STATEMENT

POSITION DESCRIPTION

Position:	Art and Media Worker
Reports to:	Chief Executive Officer
Contracted time:	25 hours per week, 5 days a week, fixed term
Travel Required:	Occasional travel to remote communities

Position Objective:

Support the production of a range of multimedia and the management of the artwork for Waltja. To work with the Chief Executive Officer on content and design of multimedia resources as directed. You will also be responsible for the team delivery of discreet program areas.

ACCOUNTABILITY:

The worker will be directly accountable to the CEO.

Duties and Responsibilities:

1. Support the production, publication and dissemination of multimedia resources.
2. Develop and maintain subscription lists, art cataloguing systems and web design that support Waltja's art/media, marketing and online sales and fundraising activities.
3. Participate in registration, planning, event management and promotional events such as market stalls, information booths, community days and workshops.
4. Prepare any reports requested by the CEO in a timely and efficient manner. Develop and maintain records and files for artists and media work.
5. Represent, promote and participate in Waltja conferences, seminars, network meetings and in other community forums.
6. Present the artroom area as an inviting, welcoming space for clients and customers and assist artists with their needs.
7. Maintain and secure all equipment.
8. Demonstrate commitment and responsibility for accredited and on the job training.
9. Work within Waltja's organisational values, code of conduct and policies and procedures, especially with regard to maintaining confidentiality and working in a culturally sensitive, community and client driven manner.

SCHEDULE B

AWARD CONDITIONS

Award conditions will be offered as part of this contract of employment. The employee acknowledges and agrees to the following conditions set out in this schedule.

Level:	SCHADS Award Level dependent on skills and experience (possibly Gd 2,3 or 4)
Ceremonial Leave:	Up to 8 weeks leave without pay
Superannuation:	11.25% as a non-smoker status or 9.5%
Travel:	\$60/night for remote travel / Based on ATO as a guide for interstate
Annual leave:	4 weeks pro rata
Personal Leave:	10 days pro rata
Compassionate:	3 days paid leave, 3 weeks leave without pay for immediate family
Travel Reimbursement:	\$900 pro rata per completion of 12 months
Time in Lieu:	Flexible working hours and time in lieu arrangements instead of overtime.

SCHEDULE C

KEY PERFORMANCE INDICATORS SUMMARY

- Work together with all Waltja staff and projects and be a positive and proactive team member and role model for other workers.
- Provide supervision and on the job training for media and art staff.
- Be responsible for the online and walk in sales of artworks including cataloguing, purchasing, web data, client services and financial remittance.
- Be responsible for the timely management of print and web-based materials as directed by the CEO.
- Maintain an inviting environment and work area for fellow staff and the public.
- Demonstrate good time management, planning, setting priorities and organizing own work and that of trainees.
- Complete negotiated training and informative reports in a timely manner.
- You have complied with Waltja's policies and procedures and have actively participated in reviews and updates.