

First Nations Arts Officer

POSITION DESCRIPTION



Position Number:	3888
Department:	Community Services
Section:	Communities and Culture
Unit:	Rockhampton Museum of Art
Position Status:	Fixed Term Part Time
Classification:	Level 3 – Rockhampton Regional Council Certified Agreement 2018 – Internal Employees
Reports To:	Audience Engagement and Learning Team Leader
Revised:	December 2025

General Position Statement

This position supports Council's direction by supporting First Nations engagement and learning programs at Rockhampton Museum of Art. This includes assisting in the conception, development, programming and implementation of an inspiring, balanced and financially viable program of First Nations engagement and learning program. The engagement and learning program encompass a variety of themes, drawn from the curatorial and exhibition program. First Nations Art Officer has a focus to First Nations communities as both an audience and subject content.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Strengthen First Nations governance in collaboration with key stakeholders and staff.
- Build and maintain positive stakeholder relationships with colleagues, partners, public users and other stakeholders.
- Contribute to the development, research and implementation of First Nations programs and projects that support access and learning to a broad range of user groups within the Rockhampton region.
- Identify and secure artistic and cultural engagement agreements, including relevant licences and insurances related to the engagement and learning at Rockhampton Museum of Art.
- Collaborate with the cultural governance group to provide advice and support to curatorial and business development teams
- Support enhanced visitor engagement by developing, implementing and promoting First Nations programs that facilitate visitor understanding of First Nations cultural and artistic endeavours.
- Assist in monitoring project budgets, plans and reports relevant to areas of responsibility.
- Ensure the day-to-day security of Rockhampton Museum of Art by identifying and advising on risk minimisation actions and removal of security risks at all times.
- Ensure compliance with Council policies, procedures and work processes.
- Work as a member of a multidisciplinary team to develop and deliver a vibrant and engaging program in line with Rockhampton Museum of Art strategies and plans.

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- Assist in implementing and applying policies, procedure, plans and schedules for the areas of responsibility.
- Implement and review procedural manuals and instructions for the areas of responsibility to improve sustainability and productivity, ensuring compliance with Council policies, procedures and unit specific procedural manuals.
- Contribute to the development, implementation and maintenance of appropriate media, marketing, communication, evaluation and reporting mechanisms for institutional promotion, reporting and evaluation.
- Ensure adherence and compliance with Council policies and procedures to identify hazards, undertake risk assessments, and ensure the presence of documentation related to First Nations programs.
- Act as a first point of contact for a broad range of customers and respond to all enquiries in a professional and timely manner in accordance with Council's customer service standards.
- Ensure ethical behaviour in all cultural transactions and dealings to maintain Council's professional reputation
- Provide support and mentorship to lower classified officers.
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated ability to embed First Nations knowledges and protocols in planning and programming
- Demonstrated ability to work within a formal cultural governance mechanism.
- Extensive knowledge in fields such as the arts, education, cultural studies, or related disciplines.
- Demonstrated ability to develop arts and cultural programs and projects that cater to a broad audience.
- Proven ability to create accessible educational resources.
- Demonstrated ability to coordinate short term projects and project-based tasks.
- Ability to provide curatorial and business development advice.
- Demonstrated ability to maintain an excellent standard of professional communications, both verbal and written, with colleagues and stakeholders.
- Demonstrated strong capacity to plan workload, achieve set goals, meet deadlines, and coordinate short term projects and project-based tasks.
- Ability to work in a team with a focus on learning and engagement, within an office and cultural institution environment.
- Ability to effectively operate Council's computer systems and technology including Collection Management Software, Building Management systems, MS Office Suite and other integrated systems.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.

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- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

Qualifications

- Demonstrated experience within a Cultural/Art Gallery/Museum or learning institution environment.
- Blue Card for working with Children and Young People (or ability to obtain). This position falls under the definition of regulated employment in the *Working with Children (Risk Management and Screening) Act 2000* and as such, persons seeking engagement in this position must undergo screening checks under the blue card system administered by the Department of Justice and Attorney-General.

Desirable Qualifications and Experience

- Tertiary qualifications (e.g. Cultural Studies, Education, Fine Arts, Art History or Museum Studies) relevant to the duties of the position
- Demonstrated ability to work independently.
- Ability to learn quickly, self-research, and adapt to new technology presented by artists/galleries.
- A willingness to obtain and hold a motor vehicle under a “LR” Class Licence.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council’s Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Work Environment and Physical Demands

- This position is an indoor role and will require the employee to carry out physical tasks which may include manual handling of up to 15kg, repetitive bending, kneeling, twisting and/or squatting.

Additional Requirements

- Ability to work outside of normal office hours as required, including weekends.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.

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Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	