

Artworker (music) Position

Creative Arts Trust – Artsenta

INFORMATION & HOW TO APPLY

1.0 Background – About Artsenta

Artsenta is a community based art workshop for people who use mental health services based at 462 Princes Street, Dunedin. We offer a diverse range of creative activities including, music, craft and visual arts.

We are a non-clinical service, and do not offer art therapy. We work on the premise that creativity and the creative process helps nourish and support people's wellbeing. By offering our services to users of mental health services, we aim to increase access to the arts and provide a safe environment for people to be creative and connect with the wider community.

Artsenta is overseen by a non-profit organisation called the Creative Arts Trust which has been operating for over 30 years. Its mission is "to improve mental health and wellbeing through creativity and community engagement".

Artsenta is funded by the Southern District Health Board and the Ministry of Social Development. We currently provide services to over 200 people a year. Apart from Artsenta in Dunedin, we also undertake regular outreach workshops in Oamaru, Alexandra and Balclutha.

For more information about our work please see our website www.artsenta.org

2.0 Artworker position

The position description (attached) gives a complete list of all aspects of the role of Artworker.

This position is for 4 days per week, 8.30am to 5pm, with a 1 hour lunch break (total of 30 hours per week). Occasionally staff will work into the evenings or weekends for special events.

The art worker position is based in the studio working alongside people to achieve their creative projects, and to take a lead on group projects. Artworkers attend regular staff meetings and are responsible for the maintenance of the workshop environment on a day-to-day basis. Artworkers are expected to take part in the outreach projects that we run throughout Otago.

Artsenta employs a team of 7 staff with 3 full-time and 4 staff working 30 hrs/wk.

3.0 How to apply

- Letter of application. This should include the following:
 - a) Personal details (professional background, relevant experience, etc)
 - b) How you meet the person specification listed in the position description
 - c) Why you are applying for the position

Please note: We always have a large number of applicants for our art worker positions, so it is important that the letter of application covers the above questions. We will shortlist for interview on the strength of your CV and this letter.

- Curriculum Vitae. Applicants should supply details of two referees. Referees will only be contacted after the interview stage.
- Applications should be sent to: director@artsenta.org
Or,
Artworker Application
Artsenta, PO Box 5986
Dunedin

by Sunday 9 February 2020

** Please do not send art portfolios, CDs, etc, links to online work are acceptable*

4.0 Selection Process

All applicants will be notified as soon as possible by email. Those shortlisted will be contacted by phone.

Applicants short listed for interview will be required to visit the Artsenta studio for several hours. This will be done individually and on a different day to the interview. This is an important part of the selection process.

The interview panel for the position will include:

- The Director and a staff member from Artsenta
- An Artsenta artist representative

5.0 Police check and start date

The successful applicant will be required to undertake a police record check.

The expected start date is 6 April 2020.

Creative Arts Trust

Position Description – Artworker (music)

Responsible to: The Director of Artsenta

Functional relationships:

- The Director
- Artsenta staff
- Artsenta artists, their families/whanau, and their representatives
- Trustees of Creative Arts Trust
- Staff from other health care, and non health care agencies

Mission of Creative Arts Trust All Artsenta staff are required to support and work towards achieving the Creative Arts Trusts mission:

“To improve mental health and wellbeing through creativity and community engagement”

Purpose of position: To plan, provide, and support the day to day workshop programme within Artsenta, and its rural outreach programme, in association with Artsenta artists and staff.

Key Tasks:

General

1. To work in accordance with the annual plan and within the overall strategic direction of the Creative Arts Trust, under the supervision of the Director.
2. To work in a manner that maintains and supports the safety of artists/clients and staff within the space, and which is in line with Creative Arts Trust philosophy and policies.
3. To work in a manner that respects and supports the rights and cultures of Artsenta artists and which allows them to play an active and positive role in the provision of Artsenta services.

Operational

4. To work collaboratively and alongside other Artsenta staff, in the development and provision of day to day services (at both Artsenta, and its rural outreach programme) and projects, eg:
 - supporting artists wishing to develop their artistic talents and explore their creativity
 - encourage and support a positive, safe and harmonious workshop environment
 - dealing with, and supporting others in dealing with, situations where a positive, and safe workshop environment is threatened in any way
 - taking part in the day to day operational duties, including, but not limited to:
 - opening and setting up space
 - welcome and introduce new artists and visitors to Artsenta
 - maintaining a tidy and safe environment
 - completing documentation/Art Plans etc
 - work alongside artists where they require support and/or advice
 - plan, coordinate and inspire creative projects where required
 - discourage misuse of art materials and equipment where necessary
 - take part in the outreach programme
 - attending staff meetings
 - support Artsenta events and activities
5. Work with the Director and other Artsenta staff to undertake and maintain training that supports best practise within the arts and mental health sectors. Mandatory training includes first aid, cultural responsiveness and mental health.
6. To take responsibility for operational day-to-day administrative duties as needed.
7. To work within and support approved policies, procedures, and operational systems, and help to support the maintenance of a safe and effective work environment.
8. To represent and help promote the work of the Creative Arts Trust/Artsenta at appropriate public events, sector meetings, etc and to liaise with other agencies as needed.
9. Other tasks as identified by the Director or Associate Director.

Person Specification

		Assessed by
Essential	<ul style="list-style-type: none"> • Skilled musician 	<ul style="list-style-type: none"> • Application • Interview
	<ul style="list-style-type: none"> • Excellent interpersonal skills 	<ul style="list-style-type: none"> • Visit • Interview
	<ul style="list-style-type: none"> • Strong interest in working with and supporting people 	<ul style="list-style-type: none"> • Application • Visit • Interview
	<ul style="list-style-type: none"> • Ability to work collaboratively within a team setting 	<ul style="list-style-type: none"> • Application • Interview
	<ul style="list-style-type: none"> • Ability to take a lead in, or work solely on, art projects 	<ul style="list-style-type: none"> • Application • Interview
	<ul style="list-style-type: none"> • Strong interest in art and self-expression through creative means 	<ul style="list-style-type: none"> • Application • Visit • Interview
	<ul style="list-style-type: none"> • Ability to work in a professional manner which respects the individual rights and needs of Artsenta artists, and which aligns with the values of the Creative Arts Trust 	<ul style="list-style-type: none"> • Application • Interview
	<ul style="list-style-type: none"> • Full NZ driving license 	<ul style="list-style-type: none"> • Application
	<ul style="list-style-type: none"> • Good general health 	<ul style="list-style-type: none"> • Visit • Interview
Desirable	<ul style="list-style-type: none"> • Experience of mental health services (either working in or use of). 	<ul style="list-style-type: none"> • Application • Interview