

Artworker 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 and addiction services based at 462 Princes Street, Dunedin. We offer a diverse range of creative activities including, music, craft, creative writing and visual arts.

We are a non-clinical service, and do not offer art therapy. We work on the premise that creative expression and the creative process helps nourish and support people's wellbeing. We aim to increase access to the arts and provide a safe environment for people to be creative and connect with each other and the wider community.

Artsenta is overseen by a non-profit organisation called the Creative Arts Trust which has been operating for 35 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 approximately 200 people a year. Apart from Artsenta in Dunedin, we also undertake creative wellbeing sessions in Oamaru, Palmerston, Kurow and Balclutha.

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

2.0 **Artworker position**

The art worker will be based in the Artsenta studio working alongside people to achieve their creative projects. Art workers are responsible for the maintenance of a safe and effective workshop environment on a day-to-day basis. Art workers also take part in the outreach projects that we run throughout Otago.

The job description and person specification below outlines the role in more detail. The position is for 4 days per week, 8.30am to 5pm, with a 1 hour lunch break (total of 30 hours per week). The work days are Monday, Wednesday, Thursday, Friday.

Artsenta employs a team of 7 staff with 3 full-time and 4 staff working 30 hrs/wk. The applicant will be supported to gain a level 4 mental health qualification as part of the role (during work hours and over the course of a year or more) if they don't already have one.

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. An art portfolio is not required though links to images of your work are welcome. Applicants should supply details of two referees. Referees will only be contacted after the interview stage.
- Applications should be sent to: director@artsenta.org

by Friday 9 July 2021

4.0 Selection Process

Applicants short listed for interview will be required to visit the Artsenta studio. This will be done individually and on a different day to the interview. This is an important part of the selection process and allows us to get to know each other a bit better.

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. This is a standard procedure in the mental health sector.

The expected start date is 16 August 2021 or near after.

Creative Arts Trust

Position Description – Artworker

Responsible to:	The Director of Artsenta
Functional relationships:	<ul style="list-style-type: none">- The Director- Artsenta staff- Artsenta artists and their whanau- Trustees of Creative Arts Trust- Staff from other health sector agencies
Mission of Creative Arts Trust	<p>All Artsenta staff are required to support and work towards achieving the Creative Arts Trusts mission:</p> <p>“To improve mental health and wellbeing through creativity and community engagement”</p>

Purpose of position:	To support Artsenta artists to be creative within our workshop programme, outreach programme or other programmes and activities as needed.
-----------------------------	--

General

1. Support the provision of Creative Arts Trust services in accordance with the Operational and Strategic Plan.
2. Work in a manner that maintains the safety of artists and staff, and which is in line with Creative Arts Trust values. This includes upholding the principles of the Treaty of Waitangi.
3. Work in a manner that respects 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. Work collaboratively with Artsenta staff in the development and provision of services at both Artsenta and its outreach programme. This includes:
 - Supporting artists wishing to develop their artistic talents and explore their creativity
 - Encouraging and supporting a positive and harmonious workshop environment
 - Developing and supporting special projects at Artsenta or in the wider community
5. Day-to-day operational duties such as:
 - opening and setting up the workshop
 - maintaining a clean and safe environment
 - completing Art Plans and associated documentation
 - welcoming and introducing new artists to Artsenta
 - being 'on workshop' as needed
 - working alongside artists where they require support and advice

- planning and working on creative projects
 - discouraging the misuse of art materials and equipment where necessary
 - meeting with artists and their support people as needed
 - taking part in staff briefings at the start and end of each day
6. Undertake training that supports best practise within the arts and mental health sectors. Mandatory training includes mental health (level 4), first aid, and cultural responsiveness.
 7. Take part in staff planning and take responsibility for some operational day-to-day administrative duties as needed.
 8. Work within approved policies, procedures, and operational systems, and help to support the maintenance of a safe and effective work environment.
 9. Support the work of the Creative Arts Trust/Artsenta at work-related events or sector meetings and to liaise with other agencies as needed.
 10. Other tasks as identified by the Director or Deputy Director.

Person Specification

		Assessed by
Essential	Skilled artist and maker	Application Interview
	Excellent interpersonal skills	Visit Interview
	Strong interest in working with and supporting people	Application Visit Interview
	Ability to work collaboratively within a team setting	Application Interview
	Ability to take a lead in, or work collaboratively on, art projects	Application Interview
	Strong interest in art and self-expression through creative means	Application Visit Interview
	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	Application Interview
	Full NZ driving license	Application
	Good general health	Visit Interview
Desirable	Experience and understanding of mental health services (either working in or use of).	Application Interview