

Art Worker

Creative Arts Trust

POSITION INFORMATION & HOW TO APPLY

1.0 About the programme

The Creative Arts Trust has a vacancy for an Art Worker for a creative wellbeing programme in the Central Otago district starting in mid-January 2022.

This innovative project will provide weekly Creative Wellbeing Sessions in Alexandra, Cromwell and Wanaka and is an extension of our successful programme run in the Waitaki District. These free sessions are for any adults experiencing mental distress.

We know that the creative process helps nourish and support people's wellbeing. We also see how bringing people together in a safe and supportive environment helps connect people with the wider community reducing isolation and loneliness. This is especially important in the context of Covid-19.

The Creative Wellbeing Sessions are 2.5 hours long and incorporate a structured art activity, a short group meeting, and 'studio time' where people can be creative in the company of peers.

The Art Worker will work alongside the Peer Support Worker to coordinate the sessions and provide support to those attending.

2.0 About us

Artsenta is a community based art workshop for people who use mental health or addiction services based at 462 Princes Street, Dunedin. It is one of the longest running creative spaces in Aotearoa. In addition to Artsenta, the Creative Arts Trust provides regional creative wellbeing programmes.

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

3.0 Art Worker position

This is a permanent part-time position for 17 hours per week and must be based in the Central Otago district.

We are looking for a visual artist to provide a range of accessible art making activities for small groups of vulnerable people. The successful candidate will have

excellent interpersonal skills, an interest in the creative process, and the ability to work in group situations.

The position description (below) provides a detailed outline of the role and outlines essential and desirable skills and attributes.

This project will be delivered with the ongoing assistance of Artsenta staff.

4.0 How to apply

- Letter of application. This should highlight:
 - a) Relevant experience and your understanding of the role
 - b) How you meet the person specification listed below
 - c) Why you are applying for the position

Please note: 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 if you are short listed.
- Applications should be sent to: director@artsenta.org

by Sunday 7 November 2021

5.0 Selection Process

All applications will be acknowledged by return email. Those shortlisted will be contacted by phone to arrange an interview.

Interviews will be conducted in Central Otago and are planned for 18-19 November. Venue TBC.

6.0 Police check and start date

The successful applicant will be required to undertake a police record check.
NB: A police record or conviction does not automatically disqualify applicants.

While the programme doesn't start until mid-January 2022, we intend to undertake training in November/December 2021. This will require traveling to Dunedin and Oamaru.

7.0 PERSON SPECIFICATIONS

Essential Requirements:

- ❖ Skilled visual artist/maker with a passion for the creative process
- ❖ Experience working as an artist and/or maker in the community
- ❖ Experience leading and communicating creative ideas and activities
- ❖ Ability to effectively lead creative activities in a group setting
- ❖ Ability to relate to others, develop and maintain positive relationships
- ❖ A patient, compassionate and respectful attitude
- ❖ Ability to work as a cooperative and collaborative team member
- ❖ Able to maintain clear personal boundaries, privacy and confidentiality
- ❖ Competent computer skills including email, word processing and Facebook
- ❖ A current valid driver's license

Desirable Qualification, Skills, Knowledge and Experience

- ❖ An awareness and understanding of the challenges faced by those in the mental health community
- ❖ Familiarity with the arts community and services in the Central Otago district
- ❖ Organisational, networking and time management skills
- ❖ Knowledge of Treaty of Waitangi, local iwi and Maori mental health services
- ❖ An ability to work flexible hours
- ❖ A current first aid certificate

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Position Description – Outreach Art Worker

Purpose of position: To support people in the Central Otago district experiencing mental illness or distress to be creative, confident and connected with their community.

Employment status: Part time

Responsible to: The Director and/or Deputy Director of Artsenta

Functional relationships:

- mental health consumers/artists
- support workers and other health related staff
- Outreach Peer Support Worker
- Artsenta staff

Note: The Creative Arts Trust uses the term 'artist' to describe the people participating in our services.

Mission of Creative Arts Trust: "To improve mental health and wellbeing through creativity and community engagement"

General Tasks

1. Support and work towards achieving the Creative Arts Trust's mission as outlined above.
2. Work in a manner that maintains and supports the safety and dignity of staff and artists.
3. Work in a manner that is consistent with the guidelines and policies of the Creative Arts Trust.

Operational Tasks

4. Work collaboratively alongside the Outreach Peer Support Worker in the development and delivery of the approved Outreach programme. This includes the delivery of three 2.5 hour creative sessions a week in multiple locations.
5. Coordinate the artistic programme of the Outreach programme. This includes:
 - Creating a programme of activity in consultation with your co-worker, Artsenta staff and the local community
 - Communicating and promoting the programme to the community
 - Purchasing, ordering, collecting materials and equipment needed
 - Preparing materials, examples, and information as needed
 - Responding to enquiries, providing information, welcoming and liaising with potential attendees
 - Leading structured creative sessions that are accessible, achievable and enjoyable for participants
 - Overseeing the set-up and pack-out of venues ensuring the space is left tidy and in accordance with the hire agreement

6. Support artists to undertake creative activities and to develop creative skills, providing advice and encouragement as needed.
7. Encourage and support a positive and harmonious creative environment by modelling Creative Arts Trust/Artsenta values of creativity, respect, kindness, and integrity.
8. Resolve issues and situations where the safety, effectiveness and harmony of the Outreach programme is compromised in any way. This may involve:
 - Clarifying programme eligibility, rules or policy
 - Listening to consumer feedback or concerns
 - Facilitating a discussion with other staff, consumers or support people
 - Facilitating a complaint process
 - Stopping unsafe behaviour
 - Reporting an incident or accident
9. Assist in the collection of artist information required to undertake the programme and for reporting purposes.
10. Undertake planning and coordination meetings on a weekly basis with the Outreach Peer Support Worker ensuring that they are consulted on all activities, plans and communications.
11. Oversee the set up and presentation of a public display of artworks developed by the group at the end of the project in association with the Peer Worker and artists.
12. Undertake training where required, such as Artsenta mentoring, first aid and cultural responsiveness.
13. Develop and implement safety plans for the programme and associated activities, including
 - Identifying, eliminating or mitigating any hazards
 - Being aware of evacuation plans and procedures for all venues used and implementing if required
 - Reporting accidents or incidents to the Director
 - Wearing PPE when required and ensuring safe use of equipment by others
14. Promote the Outreach Programme and the work of the Creative Arts Trust/Artsenta. This may include:
 - Distributing physical and/or digital fliers and posters
 - Maintaining an Outreach Facebook page
 - Liaising with local media outlets
 - Undertaking media interviews
 - Speaking at appropriate events
 - Liaising with other organisations as needed
15. Correspond and meet with the Director or other Artsenta staff as needed to ensure the smooth running of the programme and so that any issues are addressed in a timely manner.
16. Other tasks as needed to ensure the effective provision of services or as identified by the Director.