



## POSITION INFORMATION & HOW TO APPLY

### 1.0 About the programme

The Creative Arts Trust has a vacancy for an Art Facilitator for our creative wellbeing programme in Cromwell.

This innovative project provides weekly Creative Wellbeing Sessions for any adults with a health, disability, addiction or mental health condition that presents a barrier to creativity and community participation.

The creative process helps nourish and support people's wellbeing. Bringing people together in a safe and supportive environment helps connect people with the wider community reducing isolation. This programme is about utilising creativity and community to support wellbeing.

The Art Facilitator works with a Peer Support Worker to coordinate the sessions and provide support to those attending. Artsenta's Outreach Coordinator provides support and guidance throughout the year.

### 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.

### 3.0 Position details

This is a permanent part-time position for 12 hours per week and the person must be based in Cromwell or nearby. Travel expenses to Cromwell are not provided.

Requirements:

- Skilled visual artist/maker with a passion for the creative process
- Ability to lead creative activities in a group setting
- Skilled communicator and able to relate to a wide range of people
- Maintaining clear personal boundaries, privacy and confidentiality
- Competent computer skills including email, word processing and Facebook

## 4.0 How to apply

- Letter of application. This should highlight:
  - a) Relevant experience
  - b) How you meet the candidate qualities listed in 3.0 above
  - 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](mailto:director@artsenta.org)

**by Sunday 15 February 2026**

## 5.0 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.

The position is expected to start April 2026.

Please see the full position description below.

## Creative Arts Trust

### Position Description – Outreach Art Worker

**Purpose of position:**

To support tangata whaiora experiencing wellbeing challenges to be creative, confident and connected with their community. The Peer Support worker will work with an Art Facilitator to deliver Creative Wellbeing Sessions in Cromwell.

**Employment status:**

Part time

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**Responsible to:**

Outreach Coordinator

**Functional relationships:**

- tangata whaiora – people seeking wellbeing
- 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.

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**Mission of Creative Arts Trust:**

"Wellbeing through creativity and community"

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**General Tasks**

1. Support the provision of Creative Arts Trust services in accordance with our mission, vision and values.
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 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 two creative wellbeing sessions per week in Cromwell – one focussed on art making and one focussed on community connection.
5. Take a lead role in coordinating the Creative Session. This is a 2.5hr group creative activity held weekly at a venue in Cromwell. This includes:
  - Leading structured creative workshops that are accessible, achievable and enjoyable for attendees
  - Supporting attendees to develop creative skills, providing advice and encouragement
  - Purchasing, ordering, collecting materials and equipment needed for sessions

- Preparing materials, examples, and information as needed
- Responding to enquiries, providing information, welcoming and liaising with potential attendees
- Overseeing the set-up and pack-out of venues ensuring the space is left tidy and in accordance with the hire agreement
- Working with the Peer Support Worker to develop and implement projects as needed

6. Encourage and support a positive and harmonious creative environment.
7. 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
8. Assist in the collection of artist information required to undertake the programme and for reporting purposes. This may include Art Plans, Art Plan Updates and evaluation forms.
9. 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.
10. Undertake training where required, such as Artsenta mentoring, first aid and cultural responsiveness.
11. 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
  - Reporting accidents or incidents to the Outreach Coordinator
  - Wearing PPE when required and ensuring safe use of equipment by others
12. 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
13. Correspond and meet with the Outreach Coordinator 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.
14. Other tasks as needed to ensure the effective provision of services or as identified by the Outreach Coordinator.