

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 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 is a good way of maintaining wellness for all people. 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 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 part-time position is for 3 days per week, 8.30am to 5pm, with a 1 hour lunch break (total of 22.5 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 4 full and 3 part-time staff members.

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 is done in some detail. We will shortlist for interview on the strength of this letter.

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

by 5pm Friday 6 April 2018

Please do not send portfolios

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 vet.

The expected start date is 25 June 2018 or near after.

Creative Arts Trust

Position Description – Artworker

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

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.
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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 eg.
 - opening and setting up space
 - maintaining a tidy and safe environment
 - completing documentation/data
 - welcome and introduce new artists and visitors to Artsenta
 - work alongside artists where they require support and/or advice
 - plan, work and inspire creative projects where required
 - discourage misuse of art materials and equipment where necessary
 - take part in the outreach programme
 - attending staff meetings
5. Work with the Director and other Artsenta staff to develop and maintain training that supports all staff.
6. To take responsibility for operational day-to-day administrative duties as needed.
7. To work with, and support the Director to ensure that adequate policies, procedures, and operational systems are in place, that help to support the maintenance of a safe and positive environment for staff, Artsenta artists, and students.
8. To represent and promote the Creative Arts Trust at appropriate public events, committee's etc, and to liaise with other agencies as needed.

Person Specification

		How Measured
Essential	<ul style="list-style-type: none"> • Skilled ceramics artist 	<ul style="list-style-type: none"> • Application • Interview
	<ul style="list-style-type: none"> • Good interpersonal skills 	<ul style="list-style-type: none"> • Visit • Interview
	<ul style="list-style-type: none"> • Strong interest in working with 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 based 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 positive manner which respects the individual rights and needs of Artsenta artists, and which encourages the philosophy 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 – some lifting required 	<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