



## **Creative Wellbeing Coordinator - Position Description**

Full Time position of 40 hours per week (includes after hours and some weekends)

### **Position Purpose:**

To schedule and implement delivery of a special project at The Arts Village: community outreach. This is a new role which will involve building new relationships, engaging with partner organisations, stakeholder consultation, and project administration.

**About the role:** The Creative Wellbeing Coordinator will work with our wider community providing advice, support, and engagement around the projects delivered by The Arts Village. The role has a strong social outreach kaupapa, suited to someone with experience working with people from all walks of life.

This role is community-focused and ideally suited to someone with a background in community mahi, who has real world experience they can bring to the role. Ideally, they will also have a good understanding of The Arts Village or similar arts/community organisations to be able to confidently communicate on our work and its value.

Targeted stakeholders for this mahi include the elderly, beneficiaries, whānau with young children, jobseekers, migrants, youth, and those in transitional accommodation. There are also prospects around working with those living rurally, recent returnees to Rotorua, and those currently in managed isolation facilities (via working with wellbeing navigator channels).

Ultimately this job is an exciting opportunity for a project administrator with a passion for the power of creativity to achieve amazing wellbeing outcomes for the wider Rotorua community.

### **To apply, your application must include:**

- A brief CV (Max 2 pages)
- A one page cover letter explaining why you are interested and what you would bring to this opportunity.
- Contact details for two work referees.

All applicants must be able to legally work in NZ and will be required to undergo a Police Background Check.

**Please note that incomplete applications will not be considered for this role. Applications close at 3pm on Thursday, 8th April and interviews will take place the following week.**

Applications or any questions to be sent to:

Mary-Beth Acres (Director) Ph: 07 343 7108 E: [manager@artsvillage.org.nz](mailto:manager@artsvillage.org.nz)

The Arts Village - 1240 Hinemaru Street, Rotorua 3010, Aotearoa.

## **What you will be doing:**

### **Administration:**

- Establishing and carrying out project administration tasks, including: developing communications, liaising with external contacts, keeping accurate records, and reporting on progress to management.
- Working towards agreed delivery goals and ensuring these are met.
- Administration of new volunteers and internships programming.
- Actively engage with Health and Safety practices.

### **Development:**

- Establish and deliver new targeted services to key groups. Coordinating, creation, and delivery of art resource packs, targeted to specific groups including children, teenagers, and those in transitional housing. Ensuring this is done in a safe & appropriate way.
- Developing new relationships with other community organisations. Developing multi-level partner relationships and negotiating a Memorandum of Understanding between our organisations where appropriate.
- Identifying shared needs for training and capacity building with partner organisations.

### **Collaboration:**

- Visiting other organisations, schools, and groups within the Rotorua region.
- Feeding into our core projects and activities, and advising our team on community needs and opportunities relating to our activity schedule.
- Matching community organisation needs with existing creative skills in the community. Liaising with community partners to book in targeted activities (both at The Arts Village and at the partner organisation sites)
- Co-developing relevant creative material promoting mental health to be delivered alongside community partners.
- Contributing to a safe and happy workplace.

### **Planning & Evaluation:**

- Creating a long term strategy/plan for outreach and submitting this to management for approval and grant funding.
- Surveying partner organisations at beginning and end to monitor effectiveness of engagements
- For specific activities; surveying participants to collect stories and monitor effectiveness of these activities.
- Recording, reporting on, and analysing outreach and outreach possibilities for our organisation.
- Reporting on project outcomes.

### **What we are looking for:**

- Experience working with target groups which may include: the elderly, beneficiaries, whānau with young children, jobseekers, migrants, youth, and those in transitional accommodation.
- Experience working within an arts or community organisation, able to articulate how art improves wellbeing.
- Proven experience in project management.
- Qualified with a Bachelor's Degree or equivalent, in relevant fields.
- Someone friendly & cheerful, who enjoys interacting with people and has an affinity for community.
- A passion for administration and research; taking deep-dives into contemporary social issues and trends.
- Great written/verbal communication, and enthusiasm for and/or skills in te Reo Māori.
- An enthusiastic team member; open to constructive feedback, and able to add their own ideas and suggestions to group discussions. Someone happy working independently, and comfortable asking for help when needed.
- A positive attitude and cool head for responding to anything that might arise.
- A good level of organisation and able to manage schedules.
- Experience with Google for Work tools (esp. Gmail, Google Drive, Google Docs, and Google Sheets) would be awesome. Experience using Apple Mac OSX would be an advantage also. You will be trained in all systems as needed.
- You don't need to be an artist or artistic background to work at The Arts Village, but an appreciation for art and any creative interests of your own is a plus!

**About The Arts Village:** We are a non-profit community organisation operating in the Rotorua region from our central city location. It is a unique and rewarding environment to work in, with staff often working collaboratively alongside the rest of our team, volunteers, artists, and other community members to deliver projects.

Once appointed, the successful candidate will be working closely with our team to help deliver activities & services that make life in Rotorua good through the arts. Our community is really varied and includes people from all walks of life, and artists ranging from students/young artists right up to established professional creatives. It is a great team to be part of and we are excited to introduce this new role.

### **Some cool things about our team:**

- We support each other; as people, friends, and coworkers.
- We are on a journey as a team to learn, use, and share with each other more te reo Māori together.
- Our team is small, positive, and well-practiced at pulling together to hustle and get the mahi done.
- We are supported by AMAZING volunteers and community members - you meet so many people working here!