

POSITION DESCRIPTION

Position Title:	Indigenous Communities Engagement Co-ordinator
Department:	Corporate Services
Contract term:	24 months – 22.8 hours per week
Reports to:	Director Corporate Service
Direct Reports:	Nil
Significant Working Relationships:	HOTA staff members, Aboriginal and Torres Strait Islander peoples, First Nations communities
Decision Making/ Purchasing Authority:	Purchasing within delegated limits of authority

ORGANISATIONAL OVERVIEW

HOTA, Home of the Arts.

Surrounded by parklands and a lake with Surfers Paradise as the backdrop, Home of the Arts is your place for live performances, lake-side strolls, star-gazing, cinema-watching, art and new-ideas. There's a unique outdoor stage for live events and a refreshed cafe for relaxing and connecting. Plus, all your favourites, like our cinemas, theatres and gallery.

Discover art—indoors and out. HOTA is that kind of place—where art meets life.

HOTA's brand-spanking new outdoor stage is like no other. It's at the heart of HOTA and will be a magnet for world-class artists. We believe in community, conversation and creativity, so when we're not presenting amazing live performances, we'll bring the parklands alive. Experience dance or yoga on the green, parkrun around the lake and our popular Sunday farmer's markets, all in one place.

HOTA is the home for all things creative. A home that brings people together where ideas are transformed into real life experiences. A place where art makes the world a better place.

Our future is bright

We're building momentum for a richer, deeper arts and culture experience for the Gold Coast. There's so much more to come at HOTA, Home of the Arts. hota.com.au

OUR VISION: To capture your imagination.

OUR PURPOSE: To be Gold Coast's home of Arts and Culture – a gathering place that locals love, and visitors must see **and** to offer inspiration, discovery and connection.

WHAT WE VALUE:

At the Cultural Precinct we value:

ART – We are champions of art and believe in its power to unite, challenge, transform and delight. That's why it is at the heart of everything we do.

CITIZENSHIP – We proudly contribute to our community and take seriously our role as custodians. We are global citizens.

CURIOSITY – We are genuinely interested, constantly inventive and always learning. That's how we innovate.

INTEGRITY – We do the right thing, work as one and lead by example. Every time.

GENEROSITY – We are welcoming hosts, open collaborators and passionate about artists and community. We are better together

ABOUT THE JOB:

HOTA is committed to reconciliation with Aboriginal and Torres Strait Islanders. The Indigenous and First Nations Coordinator will play a key role in the development of an Innovate Reconciliation Action Plan (RAP) that will set out the actions and commitments HOTA will undertake in advancing reconciliation. Once the RAP is in place the Indigenous and First Nations Coordinator will be the lead in the coordination, delivery and evaluation of activities around the execution of the RAP.

KEY RESPONSIBILITIES include:

- Oversee the development and implementation of HOTA's RAP at HOTA to deliver the commitments made to further reconciliation through respect, relationships and opportunities for Aboriginal and Torres Strait Islander peoples.
- Engage with the local Aboriginal and Torres Strait Islander communities with regards to the development of the RAP
- Lead the implementation of the HOTA's Cultural Protocols and advise the organisation on culturally appropriate practices and strengthening the organisation's cultural capability.
- Build and leverage HOTA's relationships with key Aboriginal and Torres Strait Islander organisations to maintain HOTA's reputation as a respectful and inclusive organisation capable of delivering on its commitments and partnering with the community.
- Provide advice to the organisation on significant matters of importance to the Aboriginal and Torres Strait Islander community

WORKPLACE HEALTH AND SAFETY

To demonstrate due diligence to ensure that Home of the Arts meets its work health and safety obligations through:

- Acquiring knowledge of health and safety issues;
- Understanding operations and associated hazards and risks;
- Ensuring that appropriate resources and processes are used to eliminate or minimise risks to health and safety;
- Implementing processes for responding to information about incidents hazards and risks; and,
- Establishing and maintaining compliance processes; and,
- Verifying the provision and use of the resources mentioned in the steps above.
- Take reasonable care for your own health and safety;
- Take reasonable care that your conduct does not adversely affect the health and safety of others;
- Comply, so far as you are reasonably able to, with instructions given for WHS;
- Cooperate with reasonable WHS policies or procedures that have been notified to you.

SELECTION CRITERIA

- Must have demonstrated experience and understanding of cultural norms in working with Aboriginal and Torres Strait Island communities
- Demonstrated broad knowledge and appreciation of current and emerging Indigenous and First Nations arts and culture issues/trends
- Extensive networks, connections and experience in engaging with the local Indigenous and First Nations community, organisations and individuals to foster productive and harmonious working relationships
- Experience implementing cultural protocols and providing cultural expertise within an organization

- Demonstrated experience of project development and implementation principles and processes, including the ability to initiate, plan, organize, establish and task priorities
- Highly developed interpersonal, oral and written communication skills. Ability to liaise effectively with a diverse range of internal/external stakeholders to build and manage relationships
- Demonstrated understanding of and commitment to principles of equality and diversity. Knowledge of Reconciliation
- Identify as Aboriginal and/or Torres Strait Islander
- An understanding of and experience in arts and culture highly desirable

QUALIFICATIONS

- Qualifications in a relevant degree or equivalent experience.

POSITION ENQUIRIES

Enquiries in relation to this position should be directed to:

Ms Fiona Woodward
People and Culture Advisor
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E: woodward@hota.com.au