

# POSITION PROFILE

## Lecturer in Visual Arts & Arts Administration

Academy of the Arts, Faculty of Arts and Society

Position Number	10430
Position Classification	Teaching Focused Academic Level A/B
Location	Alice Springs Campus Ability to travel to regional and remote locations
Reporting to	Director, Academy of the Arts
Special Provisions	Appointment is contingent upon: <ul style="list-style-type: none"><li>• receipt of a satisfactory National Criminal History check</li><li>• Working with children check</li><li>• A current NT Driver's License is a requirement of the position.</li><li>• Must be able to work flexible hours as required.</li></ul>
Required/Desired Qualifications	<ol style="list-style-type: none"><li>1. Relevant tertiary qualifications and extensive experience as a professional visual artist or an equivalent combination of experience and education/training. Specialist skills in visual arts disciplines, which may include painting, drawing, ceramics, sculpture, textiles and screen printing as well as in arts administration.</li><li>2. Current qualification equivalent to a Certificate IV in Training and Assessment (TAE40116) and the ability to obtain competencies in additional core units as required OR equivalent qualification as outlined by Australian Skills Quality Authority Framework (ASQA).</li></ol>

### Purpose of the Position

The Lecturer in Visual Arts & Arts Administration will deliver training and assessment across a range of the **Academy of the Arts, VET courses in Visual Arts and in Arts Administration at Alice Springs**, as well as contributes to the higher education teaching program or short courses, where appropriate. The lecturer will be responsible for facilitating students' learning, attending to student and industry enquiries and assisting in marketing the relevant courses.

The position may be required to undertake some teaching on remote Indigenous communities. The role involves engagement with the local community, contributing to youth programs and short courses, and working with local arts and education organisations to assist with workforce development.

### Duties

The following accountabilities are not exhaustive and may include others as directed from time-to-time.

- Provide teaching, training and assessment in Visual Arts and Arts Administration across VET and Short courses as well as Higher Education, as required.
- Deliver diverse teaching methods in visual arts and arts administration.
- Develop assessments and offer feedback to students.
- Contribute to curriculum design, accreditation, and resource preparation.
- Ensure compliance with ASQA standards and industry benchmarks in training and assessment.
- Deliver competency-based training via various modes.

Occupational Category	2422	Industry Subdivision	81
Industry Class		Manager Category	OM

- Evaluate and support workplace assessment and RPL.
- Foster an effective learning environment with flexibility.
- Administer student entry assessments.
- Create training resources aligning with quality standards.
- Offer top-tier customer service for internal and external stakeholders.
- Implement diverse teaching strategies for students and industry groups.
- Show leadership within the department and university.
- Collaborate effectively with other teams.
- Contribute to academic planning and resource submissions.
- Manage administrative tasks and data recording.
- Prepare and maintain learning spaces and materials.
- Schedule, prioritize, and assist in student recruitment.
- Engage in continuous professional development.
- Build industry and community connections.
- Adapt materials to different learning contexts.
- Apply knowledge of VETQMS, CDU systems, and compliance.
- Comply with CDU policies, regulations, and quality frameworks.

## **Key Selection Criteria**

### **Essential competencies**

1. Demonstrated experience providing education and training within a workplace or educational institution.
2. Experience in researching and developing training tools to meet needs.
3. Demonstrated high level interpersonal, verbal and written communication skills including the ability to communicate culturally sensitively with internal and external stakeholders (including community centres, industry partners, stakeholders and government departments).
4. Demonstrated experience working independently and as part of a team, with proven organizational, time management and administrative skills to support course delivery.
5. Competency with the Microsoft Office suite and other relevant software database packages.

### **Desirable competencies**

1. Experience in working in a dual-sector teaching and culturally diverse environment.
2. Knowledge and experience using online learning systems and/or experience in developing learning and teaching curriculum and content.
3. Formal teaching qualifications

## University Expectations

- Contribute to the efficient and effective functioning of their team or work unit to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours under the Code of Conduct – Staff, assisting team members if required, and undertaking other key responsibilities or activities as directed by one’s supervisors.
- Demonstrate and promote the University Values, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour.
- Read, understand, and comply with all University policies and procedures.
- Undertake risk management and actively support and participate in the risk management processes adopted by the University, which include identifying, analysing, and evaluating risks that may impact the University.
- Work at and travel between other University campuses or to other locations occasionally as may be required during employment.
- Complete all mandatory training as required by the University.
- Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety, and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies, and programs.

## Work Health & Safety

- Ensure all activities comply with WHS legislation and university policy & procedure.
- Implement & monitor risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and implementation of risk controls.
- Analysis of WHS training requirements for staff, including the provision of training and monitoring of training to ensure completion and currency.