



SENIOR ART DEVELOPMENT OFFICER (Project/Statistics/Research)

The Fiji Arts Council (FAC) was established under the Charitable Trust Act as a national body solely responsible for the safeguarding of the arts and is one of the four agencies under the Ministry of iTaukei Affairs, Culture, Heritage and Arts that coordinates cultural activities in the different art forms in Fiji. FAC has a clear vision – “a traditional Fijian arts sector that values and embraces innovative thinking, inclusive participation and creative culture”

We are seeking to recruit an energetic person with a high level of artistic skills, is dynamic and has the passion for the arts to hold the position of **Senior Art Development Officer (Project/Statistics/Research)** to join the team for 3 years, but with a view to become more long term for the right candidate.

This exciting new role will bring expertise and energy to assist with the development and delivery of an innovative and high-quality art program at the Fiji Arts Council.

The role will be critical to the success of the program and will involve working with the local community, artists, FAC staff and key stakeholders to ensure professional delivery of exhibitions, public events and workshops.

General Objectives will be to:

- Assisting the FAC in the preparation and implementation of any Community Workshops;
- Coordinate exhibition for all art forms;
- Develop and design training programs and capacity building of the different art forms based on needs assessment;
- Process request for practical training and attachment of groups and individuals and liaise with training providers for the betterment of practitioners;
- Facilitate request for Community training from the various communities in Fiji;
- Administration support to the Admin and Project Officers;
- Perform any other duties using all his/her skills and knowledge to the highest standard possible, on any duties assigned to him/her by the Director;
- Promote and process the sale of artworks, crafts and gifts.

To be considered you will ideally bring:

Knowledge and Experience

1. At least 5 years' experience working in the local art and culture sector;
2. Undertaking management functions with responsibility for implementing approved procedures with limited supervision;
3. Understanding of legislative requirements for management of Fiji Government and development partner funding;
4. Understanding of Fiji Constitution (2013), FAC Constitution and applicable financial laws of Fiji;
5. Understanding of staff supervision and approaches to motivating staff and changing work processes;
6. A client service focus with an understanding of appropriate communication approaches when dealing with clients.

Skills and Abilities

1. Demonstrated ability to supervise and motivate staff from different backgrounds and experience;
2. Demonstrated ability to ensure the consistent, efficient and effective financial management and development and maintenance of financial records;
3. Strong communication skills and ability to effectively consult with others to enforce legislation and to develop internal policy and procedures;
4. Service oriented approach, with commitment to supporting the operational of the organization.

The applicant should possess the following qualification and skills:

1. Degree qualification in an arts related field or significant experience working in a public culture and art sector
2. Strong interpersonal skills, and the confidence to liaise with stakeholders at all levels
3. Demonstrated experience in project planning, statistics, researchers, implementation, and reporting.
4. Proven previous experience in administration or office management and the ability to multitask and with competing deadlines
5. Aware of traditional protocols
6. Comprehensive time management and problem-solving abilities.

The annual salary will be commensurate with qualifications and experience, falling in the **Government Salary band F \$26,883.00 - \$36,103.75**

The application for employment must be Fiji Citizens, under age, 60 with personal character and background that demonstrate a commitment to the Fiji Arts Council Vision and Mission and Code of Conduct. Appointments offers will be subject to confirmation of clear police and medical record.

Written application with a resume, names of 3 referees and current contact details are to be forwarded to:

The Director
Fiji Arts Council
GPO Box 2432
Government Buildings
Suva
Office: 3311754 ext. 102

Applicants may also be hand delivered to Fiji Arts Council, Level 2 Ham Bing Nam Building, 81 Suva Street, Suva or email to ykomai@fijiartscouncil.com.fj by **18th February, 2023**

For detailed position description please visit www.fijiartscouncil.com.fj at the vacancy's column