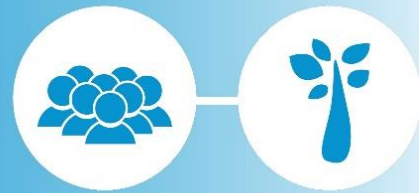


POSITION DESCRIPTION

Library, Arts and Culture Officer (Warroo)



About the position

Profile

Position title	Library, Arts and Culture Officer (Warroo)
Position number	0682
Department	Warroo Economic Development and Lifestyle
Current location	Surat Library
Classification	Queensland Local Government Industry (Stream A) Award – State 2017 – Level 3
Reports to	Cobb and Co Changing Station / Regional Lead Librarian
Date last reviewed	19 May 2023

Purpose

The primary purpose of this role is to deliver regional library, arts and cultural programs locally, facilitate delivery of exhibitions locally and provide QGAP services to the Surat and surrounding communities.

The secondary purpose is to assist in the delivery of visitor information centre services.

Key responsibilities

Primary Focus

Library and Government Services

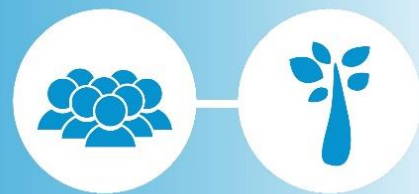
- Provide high quality library services in accordance with Council processes and systems.
- Provide QGAP services in accordance with QGAP policies and procedures.
- Deliver regional library programs and activities as required.
- Encourage local community participation in a diverse program of activities that target a range of ages and cultures and support lifelong learning opportunities.
- Provide and manage access to computers and other internet-based resources.

Surat on Balonne Gallery

- Assist with the coordination, promotion and set up of gallery exhibitions and events
- Assist local community groups, artists and Council team members to develop and deliver an annual calendar of gallery exhibitions
- Contribute to the development and implementation of Council's arts and cultural strategies, policies, and programs and promotion of funding opportunities.

POSITION DESCRIPTION

Library, Arts and Culture Officer (Warroo)



- Network with other galleries throughout the Maranoa region including Roma on Bungil Gallery, Mitchell on Maranoa Gallery and Injune Creek Gallery.
- Receive enquiries and be the local point of contact for local community groups, artists and visitors.

Secondary Focus

Cobb & Co Store Museum and Aquarium

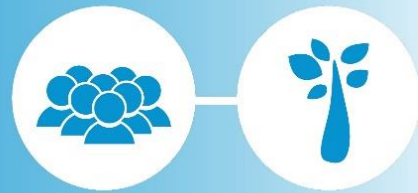
- Assist with the maintenance and refreshing of Cobb and Co Store Museum exhibits.
- Assist community groups with the hosting and promotion of special exhibit openings and signature events e.g. Cobb & Co Festival.
- Support the enhancement of history research resources and archival information relating to Surat and surrounds and ensure ease of access for residents and visitors.
- Provide assistance to community groups, historians, museums and corporate sponsors to develop and promote a program of Cobb and Co themed exhibits and events.
- Collaborate with schools around the region to maximise the educational benefits of the museum and its exhibitions and programs.

Tourism and visitor information

- Provide a friendly welcome to visitors and ensure the full range of visitor services are professionally delivered and regular communication with team members and volunteers is maintained.
- Ensure that visitor information facilities and access areas are well presented and maintained.
- Monitor and maintain sufficient levels of relevant brochures and marketing material and ensure a high-quality display at all times.
- Monitor merchandise and undertake ordering, inventory control, sales and reporting in line with Council's Procurement Policy and employee delegations.
- Ensure that cash security is maintained in respect to revenue collected in accordance with Council's policies and standard operating procedures.
- Collect, collate and report on visitor information centre metrics and data as required by Council (e.g. visitor numbers and retail sales).
- Contribute to the development of regional and local tourism marketing and promotional initiatives.
- Assist with tourism related activities, events and projects within Surat and surrounds and the broader Maranoa region where required.
- Assist with the implementation of the Cobb and Co Changing Station Master Plan.
- Provide assistance with the implementation of a maintenance program for the Balonne Freshwater Aquarium to ensure that the display is well presented, as required.
- Action and maintain accurate records of customer requests within Council's customer request system as required.
- Ensure emails and correspondence are recorded in Council's record management system.
- Provide support to internal and external customers on a range of issues relating to invoicing and payments.

POSITION DESCRIPTION

Library, Arts and Culture Officer (Warroo)



Other

- Undertake duties within the skill level, competence and training, consistent with the applicable level within the Award, in any area of Council as required.
- Assume the accountabilities and responsibilities as per the relevant role dimensions and delegations for the position.
- Demonstrate a strong commitment to Maranoa Regional Council's values and team goals:

Our values

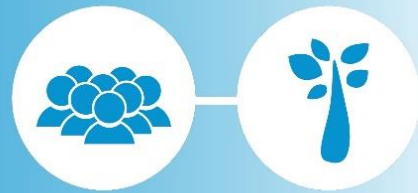
- ✓ Striving for excellence
- ✓ Being respectful
- ✓ Showing empathy
- ✓ Ensuring honesty
- ✓ Providing transparency
- ✓ Encouraging innovation and efficiency
- ✓ Demonstrating accountability
- ✓ Ensuring the safety of our teams and community
- ✓ Thinking about today and tomorrow

Our teams' goal

- ✓ **Quality** in our services and projects
- ✓ **Safety** of our teams and community
- ✓ Management of our natural and built **Environment**
- ✓ **Affordability** of our current and future communities

POSITION DESCRIPTION

Library, Arts and Culture Officer (Warroo)



About the person

Qualifications and licences

Mandatory qualifications and licences

To be successful you will need to demonstrate that you meet the below mandatory requirements for the role:

- Current C (Car) Class Driver Licence
- A current work with Children Check (Blue Card) (or ability to obtain upon commencement)

Required skills and experience

- Well-developed interpersonal skills with the ability to establish and maintain positive relationships with internal and external stakeholders at all levels.
- Strong administrative skills with high attention to detail and ability to accurately collect and collate statistical data.
- Proven organisational skills, with the commitment and ability to work with minimal supervision.
- Demonstrated ability to work cooperatively, within a team environment.
- Well-developed computer skills with the ability to use programs such as Microsoft Suite (Outlook, Word, Excel, PowerPoint) and ability to provide advice and guidance to customers.
- Knowledge of (or ability to quickly acquire) historical, cultural and visitor information relating to the community of Surat and the broader Maranoa region.
- Ability to demonstrate a strong commitment to Maranoa Regional Council's values and team goals.
- Previous experience working within a library, local government or similar environment will be highly regarded but is not essential.