

# Expression of Interest

## Regional Arts Network – Project Manager

The Regional Arts Network (RAN) consists of 14 Regional Arts Development Organisations (RADO) supporting and advocating for arts engagement in Regional NSW. RAN is about to embark on a 2-year Strategic Project (Project) and is seeking expressions of interest for a qualified project manager based in regional NSW. The role will oversee the development and delivery of a program that will provide opportunities for regional artists, curators, and key partners to take part in a regional discussion.

The Project Manager responsibilities:

- Manage project milestones in accordance with the project objectives, in consultation with the RAN - Working Party
- Sets up meetings, preparing agendas and reports as required
- Gathers project data for reporting purposes
- Coordinates events, requirements and logistics associated with public program outcomes
- Coordinates the development of the Website, marketing, catalogue and print materials
- Coordinates the recruitment of the project curator, in consultation with the RAN
- Prepares acquittal and reports to Create NSW, project partners and key stakeholders
- Develops and manages partnerships in consultation with 14 RADOs
- Prepare grant applications/partnership proposals for additional funding, where opportunities arise

Projected Timeline\* and Compensation:

<b>Stage 1 - \$21,000</b>	
Sept - Oct 2021	<ul style="list-style-type: none"> <li>● Receive funds and contract creative team and install advisory group and engage all partners</li> <li>● Website Development</li> </ul>
November 2021	Announcement of Program
Dec 2021- Jun 2022	<ul style="list-style-type: none"> <li>● Artists selected supported by RADO</li> <li>● Advisory Group coordination to support program</li> <li>● Preplanning Project Outcomes</li> </ul>
<b>Stage 2 - \$21,000 (Funding dependent)</b>	
Jul – Dec 2022	<ul style="list-style-type: none"> <li>● Finalisation of work for exhibition</li> <li>● Community activities across network to raise awareness of the program and website</li> <li>● Upload of creative work into Arts Eco website</li> <li>● Symposium program confirmed to include metro/regional artist exchange</li> </ul>

\*Subject to change

How to apply:

Provide a cover letter demonstrating your ability to take on this initiative.

Include:

- CV
- A brief summary of why you want to be involved in the project (not more than one page)
- Sample of previous projects managed
- Two references

For Supplemental information of the project or to submit your interest please contact your Regional Arts Development Organisation (insert email) or [rado@oranaarts.com](mailto:rado@oranaarts.com).

This role is supported by Create NSW and the Regional Arts Network.