



# Vacancy Notice

## Visitor Services and Programming Assistants

**City of Mount Gambier has two exciting opportunities for motivated and driven individuals to join The Riddoch Arts and Cultural Centre team.**

### About the position:

- Casual

The Visitor Services and Programming Assistant is responsible for providing quality customer service to the public and administrative support to the Riddoch Arts and Cultural Centre team. The position requires knowledge of art materials and experience in interpreting art for a variety of audiences. The role is particularly focused on assisting in the delivery of public programs and education experiences to ages ranging from under-fives to lifelong learners. The role will be required to assist with planning and preparation for functions, events and exhibitions to ensure the effective operation of the Centre.

**This position is offered on a casual hourly basis, classified at Level 2 of the City of Mount Gambier Administration Staff Agreement No.11 2020 or its successor enterprise agreement.**

### About you:

- An understanding of art in Australia
- Experience, or willingness to learn skills in delivering education tours
- Knowledge of art materials and ability to assist participants in their learning
- Proficient and accurate keyboard skills involving word processing and data entry
- Sound knowledge of relevant computer software and its application
- Experience with setting up equipment of an audio-visual nature
- Effective written and presentation skills
- Able to work with limited supervision
- High level of interpersonal skills and commitment to developing strong customer relationships
- Initiative and problem-solving skills

### What we offer:

Mount Gambier is the second largest city in South Australia and provides a perfect balance between the vibrant lifestyle of a big city and the comforts of a small town. Packed with beautiful natural resources including the iconic Blue Lake/Warwar, caves, sinkholes, parks and gardens. This is an idyllic location to enjoy work life balance, only 20 minutes from the beach.

This role presents an opportunity to advance your career in a supportive environment. Council is an equal opportunity employer and celebrates diversity in the workplace.

**The successful candidates will enjoy:**

- Ongoing professional development and training,
- A supportive and friendly team environment,
- Career development opportunities,
- Active social club,
- Flexible work arrangements,
- Positive work/life balance, and
- Corporate income protection insurance.

**Pre-employment requirements:**

Positions are subject to a satisfactory National Police Check and pre-employment health screening.

***The City of Mount Gambier is an equal opportunity employer committed to continuous improvement as a culturally safe and supportive workplace. We strongly encourage members of our First Nations community to apply.***

**For a confidential conversation please call:**

Emma Telford

Riddoch Arts and Cultural Centre Programming Officer

08 8721 2563

Further information about the position, including the position description, which identifies key competencies and selection criteria, is available from City of Mount Gambier website:

<https://www.mountgambier.sa.gov.au/council/careers/>

Applications must specifically address the key competencies and selection criteria and be submitted with a resume including contact details for at least three referees.

Applications close: **Friday 12 August 2022 at 5:00pm.**

Applications must be submitted via email to:

**Organisational Department Team**

[city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au)