


POSITION DESCRIPTION



Position title	Public Arts and Activations Officer
Directorate	Community Development
Designation	Level 4 (Municipal Officer) ASTC EA
Position number	P2193
Responsible to	Manager Community and Cultural Development
Position status	Permanent- Part Time 30.4 hours per week
Position description approved	 Date: 13/8/2025

Primary Objective

Working within the Community Development Directorate, the position will assist in the coordination and delivery of community events and implement key initiatives designed to activate the Central Business District, build resilient communities, foster a strong sense of place, increase visitation, and enhance perceptions of Alice Springs.

Key Responsibilities

- Effectively plan, deliver and promote events and initiatives run by Council including coordination of a range of promotions within the CBD.
- Support Todd Mall Traders Association to develop and implement placemaking initiatives that enhance the vibrancy and appeal of Todd Mall.
- Deliver outcomes identified in Council's Public Art Masterplan, in line with relevant policies and guidelines, including ongoing identification and investigation of opportunities and venues for public art installation and exhibitions.
- Consult with and manage the community and/or stakeholders consultation process surrounding public art installations.
- Design and effectively project manage creative and innovative Place Activation and Placemaking projects and programs within budget.
- Oversee the ongoing maintenance and upkeep of existing public art by developing a comprehensive maintenance and preservation plan and schedule.
- Develop alliances with relevant stakeholders to ensure the effective and efficient delivery of events and promotions.
- Provide an efficient, proactive and confidential range of administrative services including project update reports to Council.
- Take reasonable care for your own health and safety, as well as that of others.
- Follow health and safety instructions and comply with relevant workplace policies, procedures, and emergency protocols.

- Use personal protective equipment and operate machinery, plant, and vehicles safely.
- Report hazards, incidents, accidents, and near-misses to your Manager/Supervisor promptly.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

Delegations

- Manage project and event budgets within specified limits.

Qualifications

- Qualifications or experience in event management and/or community arts
- Current National Criminal History check (less than 6 months old)
- Current C class driver's license to be able to drive in the NT.
- Current Working with Children clearance (Ochre Card) or ability to obtain.
- Provide First Aid & CPR.

Selection Criteria

Essential

1. Event management experience, with the ability to effectively plan, implement and evaluate community projects and events.
2. Understanding of how events, promotional activities in the Alice Springs CBD contribute towards Council's overall successful operations.
3. Experience in producing quality written reports, demonstrating strong written communication skills.
4. Experience in management of public art including development of scope, consultation, design and implementation phases of projects.
5. Understanding how placemaking projects can build resilient communities and foster a positive sense of place for the community.
6. Excellent interpersonal skills with the ability to engage positively with people from diverse backgrounds, as well as Council colleagues and representatives from other organisations.
7. Able to demonstrate great organisation, problem solving and time management skills, with the ability to make sound judgements and devise innovative solutions to problems.

Desirable

1. Ability to work flexible hours including weekends/evenings where required.

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____ ::FIRSTNAME:: ::LASTNAME:: _____

Signature _____ ::SIGNATURE:: _____ Date _____