

Regional Arts Advisor (Part Time)

Position Description

Rev. No.	Prepared By	Reviewed	Approved	Date	Description/Change effected
1	Operations Manager	Executive Artistic Director	Executive Artistic Director	July 2026	



REGIONAL ARTS ADVISOR	
Context	The Regional Arts Services Network (RASN) is a Queensland Government initiative delivered through Arts Queensland providing a statewide network of support and advice for Queensland's regional artists and arts workers. This service is delivered through a network of procured RASN Service Providers, each who is required to employ a Regional Arts Advisor. JUTE Theatre Company has been appointed as a RASN Service Provider, specifically to support regional artists and artsworkers across the State who engage and participate in theatre. This role directly supports the delivery of this service.
Position Summary	The role of Regional Arts Advisors (RAA) is to: • Support artists, organisations and communities to achieve their growth and development goals and build capacity. • Provide support and advice both locally where they live and statewide through online systems. • Draw on their specialist knowledge and experience in their artform and work collaboratively with JUTE Theatre Company and other network providers to provide high quality consistent support and advice to Queensland artists and arts organisations. • Represent the network of RASN Service Providers and actively participate and contribute to promoting and enhancing RASN. Core services delivered by RAA's include: - Business and career development planning - Grant writing guidance and support - Facilitating industry connections and networks - Goal setting and planning - Arts marketing and audience development - Mentoring - Delivering industry workshops and presentations - Provision of best practice resources and templates
Reporting to	Executive Artistic Director
Status	Project Contract, Fixed-term Part-Time 0.4 FTE (to 31 Dec 2027)
Ordinary Hourly Rate	\$40.79 per hour
Base Salary	Salary: \$32,240 per annum plus superannuation (0.4 FTE). Equivalent to \$80,600 per annum full time.
Organisational Values	<u>Relationships</u> We value all relationships and strive to build long term relationships with staff and community. We look for collaborations that will

promote diversity, spread our work far and wide and have an impact deep into regional and remote communities.

Effective Communication

We value listening, understanding, respect and diversity. We use open, audience-specific and timely communication in a transparent and ethical way to engage all staff, collaborators, artists, stakeholders, supporters and community.

Empowerment

We empower our people through giving responsibility, support and training. We recognise individual abilities and celebrate achievements as a team.

Outcomes

We identify, prioritise, communicate and organise important issues to reflect our aspirations and commitments to our society, our audience, collaborators, artists and supporters. We meet our work commitments to quality, time and cost, and always with transparency and integrity.

Diversity/Inclusiveness

We acknowledge and honour the fundamental value and dignity of all individuals. We nurture and promote an environment that respects diverse traditions, heritages, and experiences. We acknowledge the custodianship of First Nations traditional tribal ownership, laws and entitlement in the greater region of North Queensland and across the country; and pay respect to all Indigenous Elders, past, present and future.

KEY RESPONSIBILITIES

- Provide in-person and virtual support and advice to Queensland artists, artswomen and arts organisations.
- Maintain a strong working knowledge of the arts sector including current trends and opportunities relevant to their artform.
- Facilitate and maintain network meetings with groups of aligned creatives to provide support, advice and resources (e.g. regional festivals, local arts councils, artform aligned creatives, volunteer organisations).
- Engage collaboratively in RASN meetings and workshops with Arts Queensland and other RASN Providers and their Regional Arts Advisors.
- Actively promote RASN services through industry events and networks to drive referrals and connections.
- Develop case studies and regional profiles for publication.
- Access the knowledge and networks of their host service provider to support RASN clients.

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- Monitor and report artform trends and challenges.
- Develop resources and templates to support industry clients.
- Develop and present content as part of AQ's annual regional arts conference.
- Undertake service delivery reporting and evaluation demonstrating achievement against agreed KPIs.
- Some intrastate travel will be required as part of this role.

CRITICAL COMPETENCIES

COMPETENCY	DESCRIPTION
Knowledge and experience	• Demonstrated experience within the arts sector, including a strong knowledge of the theatre sector • Experience in arts development and sector capacity building • Knowledge and understanding of arts business model and philanthropic opportunities • Demonstrated client focused approach to service and an ability to build rapport and trust with stakeholders • Understanding of NFP governance requirements • Experience in public speaking and delivery of presentations and workshops • Ability to identify and facilitate referrals and connections between industry stakeholders • Demonstrated ability to support a broad range of stakeholders, ensuring respectful, inclusive engagement across all cultures
Role Requirements	• Reside in Regional Queensland (outside of SEQ). • If residing in Cairns, flexible working arrangements will be a combination of office space at Bulmba-ja Arts Centre and remote/home. • If residing outside of Cairns, the role will be entirely remote. • A laptop will be provided for use by the Regional Arts Advisor. • Capacity to travel intrastate when required.
Qualifications, licenses	• Drivers Licence • Blue Card (Working with Children card)
Computer Skills	• Sound understanding of Microsoft Office Suite, Project Management Software, CRM and internet-based applications

COMPETENCY	DESCRIPTION
Communication	• Able to communicate clearly, accurately and concisely in both written and oral forms so others will understand. • Appropriate organisation, correct grammar and terminology adjusted to the characteristics and needs of the audience.
Traits	• Motivated, demonstrating commitment, initiative and flexibility • Sound documentation and administrative skills • Performs well under pressure • Passionate about performing arts • Culturally sensitive • Confident in own abilities • Take accountability for ones choices and actions • Able to work alone and/or as part of a team

To apply, please email Cover Letter and Resume to info@jute.com.au, attention Executive Artistic Director Chris Kohn.