Expression of Interest
Resource Officer, Creative Arts Resource Loans (CARL)

The Creative Arts Resource Loans (CARL) program is a self-funded initiative and an integral component of the Ultimo Operational Directorate’s delivery of arts education for students and teachers.

The program supplies musical instruments to schools on a loan basis and currently services in excess of 80 schools across New South Wales. The program also facilitates the loan of other arts based resources to arts programs and events. In addition, the resource officer provides administrative and financial management support to the arts coordination team.

Expressions of interest are sought from highly skilled and motivated people who are interested in being part of the arts coordination team in supporting the delivery of the Creative Arts Resource Loans (CARL) program. This is a temporary 2 day per week position located at the Networked Specialist Centre, Campbelltown. The position will be paid at School Administration Officer rates with school hours and conditions. Days worked are negotiable with the successful applicant. The position is from Week 6, Term 1 2017 until the end of Term 2 2017 with the possibility of extension.

Due to the nature of the program, applicants must have a current driver’s licence and an ability to travel to various work locations. The position role and responsibilities and selection criteria are attached.

Level of appointment: School Administration Officer. School based hours and conditions.

Period of appointment: Two days per week (days worked negotiable) from Week 6 Term 1, 2017 until the end of Term 2, 2017 with the possibility of extension.

Location: Networked Specialist Centre
Cnr Lindesay & Lithgow Streets
Campbelltown NSW 2560

Application Details: Applications, of no more than two A4 pages are required. The application should address the selection criteria, include contact details and the names of two referees who are familiar with and are able to discuss your abilities and suitability for this position. One of your referees must be your current Line Manager. Candidates may be required to participate in an interview as a component of the EOI process.

Enquiries and email applications to:
Cherie Stone
Curriculum Advisor
Tel: 9408 8949 Email: cherie.a.stone@det.nsw.edu.au

Closing date and time: Monday 13 March 2017 at 4.00 pm
Roles and responsibilities:

- Manage and maintain the Creative Arts Resource Loans (CARL) program. Undertake a wide range of administrative functions to facilitate the achievement of CARL, including Desktop Publishing, Microsoft Office suite applications, Adobe, Trim, SAP, SPINS and web based technologies.
- Plan, direct and coordinate the overall operations of CARL, including the stocktake, expansion and maintenance of the extensive musical instrument library and arts resources.
- Develop and maintain policy, procedures and guidelines for CARL and recommend modifications and alterations where necessary.
- Undertake routine maintenance of equipment within the CARL office and arrange for the servicing of equipment by external suppliers which is required to ensure the ongoing availability of equipment and supplies.
- Demonstrate knowledge and understanding of musical instruments, sound equipment and performance costuming.
- In consultation with senior officers, coordinate and direct matters relating to program revenue and expenditure.
- Liaise with schools, principals, teachers, students and department personnel and provide information and advice on access to resources and procedural matters relating to CARL and arts programs and events.
- Provide a high standard of administrative and financial management support to Arts Coordination, ensuring work produced is of a consistently high standard, conforms to departmental standards and guidelines and is completed within due timeframes.
- Perform other duties as required.

Selection Criteria:

- Demonstrated skills and successful experience in office administration, accountability processes, financial management and record management.
- High level communication skills with the ability to work autonomously and as a team member.
- Experience in developing functional databases and high quality word processed documents in a timely manner.
- Excellent interpersonal and customer service skills with a proven ability to effectively liaise with key stakeholders such as school principals, school administration staff, department personnel and external contractors.
- Current driver’s licence and ability to travel to various work locations.
Please complete all sections of this form. This document should be signed by your principal/manager, then scanned and emailed as a pdf attachment (together with your application addressing the selection criteria) to: cherie.a.stone@det.nsw.edu.au by Monday 13 March 2017 at 4.00 pm

### Applicant details

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<td>Family name</td>
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### Position applied for

Resource Officer, Creative Arts Resource Loans (CARL)
Location: Network Specialist Centre Lithgow St Campbelltown

### Contact details for one referee

1. **Referee's Name**
   | DoE Email |  |
   | Work phone | Mobile |

2. **Referee's Name**
   | DoE Email |  |
   | Work phone | Mobile |

### Endorsement of principal/manager

I have discussed this expression of interest with the applicant and will release him/her to Educational Services Ultimo if he/she is successful in gaining this position.

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<th>Principal/manager signature</th>
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### Endorsement of applicant

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<th>Applicant signature</th>
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Please email your application of no more than three A4 pages, together with this page, to cherie.a.stone@det.nsw.edu.au by Monday 13 March 2017 at 4.00 pm