



POSITION DESCRIPTION

POSITION TITLE	Visual Arts Program Lead
DIRECTORATE – BUSINESS UNIT	Community Services – Place to Space
LEVEL - IA	7 - Salaried
RESPONSIBLE TO	Coordinator Economic Development & Experience

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

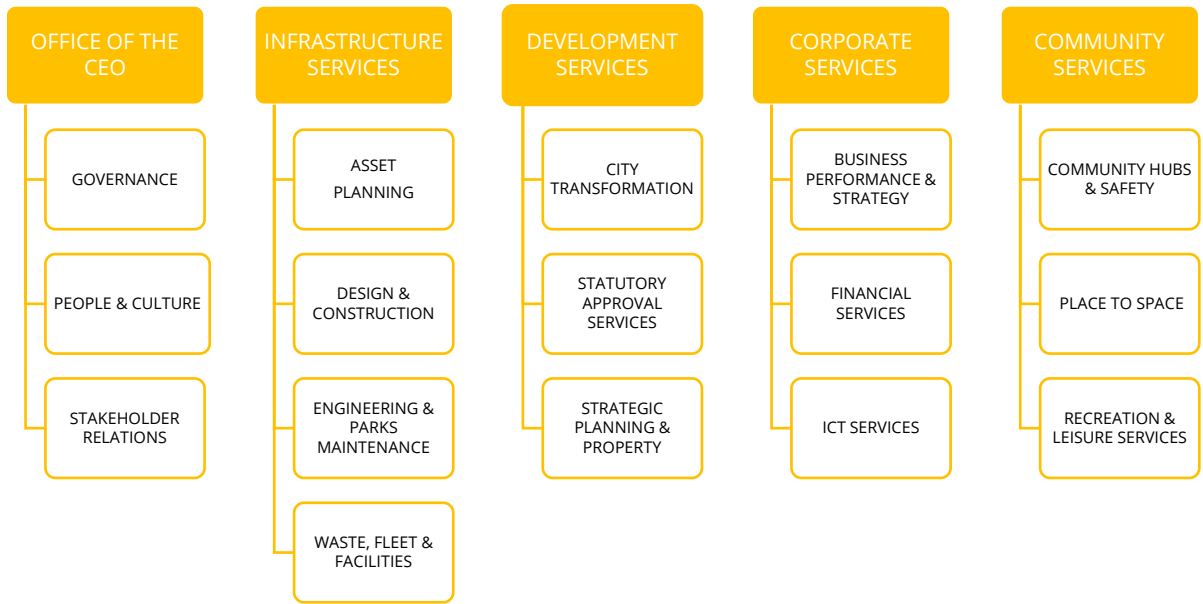
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- RESPECT** We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
- INTEGRITY** We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
- CARE** We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
- HONESTY** We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Lead the delivery and performance of visual and public art across the City, positioning creativity as a key driver of place activation, community connection and economic growth.

Embedded within the Arts & Experience team, this role works closely with Place, Economic Development and Tourism to deliver integrated, place-based outcomes aligned to the Business Units 5 Pillars of Place.



KEY RESULT AREAS

CUSTOMER & STAKEHOLDERS

- Use community insights and data to shape a diverse and balanced exhibition program at the Zig Zag Art Gallery
- Work with Place Leads to identify local identity, stories and creative opportunities
- Act as the City's lead advisor for the visual arts, inclusive of public art activities
- Build strong relationships with:
 - Artist & creative sector
 - Community Groups & Town Teams
 - Developers & Industry
 - State Agencies and funding bodies
 - Internal teams

STRATEGIC & OPERATIONAL MANAGEMENT

- Lead the implementation and ongoing review of
 - The Arts & Culture Strategy
 - Public Arts Master Plan
- Provide leadership across visual and public art
- Oversee Zig Zag Gallery operations, financial performance and programming
- Deliver a high-quality exhibition program
- Support artists & installations
- Manage the City's art collection lifecycle
 - Lead commissioning of public art (including public art contributions as per LPP 26)
 - Ensure maintenance and stewardship of public art assets
- Identify funding, partnerships and growth opportunities
- Provide input into:
 - Place Plans
 - Economic Development strategies (creative economy)
 - Tourism and visitor experience
- Ensure creative elements enhance:
 - Place identity
 - Activation
 - Visitor experience

CREATIVE ACTIVATION & EXPERIENCE

- Work with:

- Place Team → local activation and identity
- Economic Development → creative economy and business activation
- Tourism → destination experiences and visitation
- Deliver creative initiatives that increase:
 - Participation
 - Visitation
 - Economic activity
 - Community pride

FINANCIAL MANAGEMENT

- Manage budgets across gallery, public art and creative programs
- Identify and secure external funding opportunities through the preparation and submission of grant applications to enable growth and long-term viability.
- Lead procurement and commissioning processes
- Ensure compliance with policies, legislation and risk frameworks
- Monitor and report on outcomes and impact

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

- Relevant tertiary qualification (Visual Arts, Fine Arts, Arts Education or a related discipline)
- Curatorship business performance or similar experience
 - Demonstrated experience in:
 - Gallery Management
 - Exhibition curation
 - Public art delivery and commissioning
 - Creative program development
- Strong understanding of visual arts and creative placemaking

SELECTION CRITERIA

1. Demonstrated experience delivering arts and/or public art programs
2. Demonstrated financial acumen to support effective decision making.

3. Strong project and contract management skills
4. Experience working across multiple stakeholders and sectors
5. Ability to influence outcomes across teams (not just deliver within one)
6. Strategic thinking with strong delivery capability
7. Excellent communication and relationship-building skills

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

PREPARED BY: Manager Place & Community Experience

REVIEWED BY: Director Community Services

DATE PD REVIEWED/APPROVED: 1 April 2026
