

Lake Macquarie Sustainable Neighbourhood Alliance (Inc)

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Waste to Art Coordinator – Position Description

Combine your passion for sustainability and art. Here's an opportunity to lead the delivery of the successful Sustainable Neighbourhoods Waste to Art project in 2022. This volunteer role offers practical experience in all aspects of project management, arts administration, event management and marketing.

Contribute to local sustainability and help change how our community thinks about waste.

Sustainable Neighbourhoods

Sustainable Neighbourhoods empowers the community to act on local sustainability issues. We are a network of active, skilled and supported citizens who create a range of local projects and events that protect the natural environment, reduce our ecological footprint, and increase community wellbeing.

Our vision Neighbourhoods that are empowered to live sustainably

Our mission Our work is to foster sustainable neighbourhoods and a healthy environment in Lake Macquarie.

Our values We are guided by our values of:

- participation
- inclusion
- collaboration
- empowerment
- shared responsibility

Waste to Art

Waste to Art is a community art project designed to challenge the way we look at waste. The project invites school groups, community groups, community and professional artists to create works that explore ideas about waste, litter and over-consumption.

The project was originally inspired by two previous art exhibitions run by Sustainable Neighbourhood groups in West Wallsend District and Caves Beach – Swansea Area. Waste to Art was established in 2018 to include the whole of Lake Macquarie and region, and has successfully delivered 3 major exhibitions.



There is potential to expand the project in 2022 and take up opportunities such as additional exhibition locations, making workshops, clean up events, waste education and more.

Find out more about the project at sustainableneighbourhoods.org.au/waste-to-art.

Role description

Volunteer role	Waste to Art Coordinator
Purpose	<p>Lead the delivery of the 2022 Sustainable Neighbourhoods Waste to Art project.</p> <p>Waste to Art aims to:</p> <ul style="list-style-type: none"> • Increase the Lake Mac community’s awareness and understanding of local waste issues including plastic pollution, marine debris, littering and resource consumption. • Engage, challenge and stimulate the Lake Mac community, including school students, through creative exploration. • Encourage the community to place a positive value on waste as a resource. • Encourage participation in community programs that will address waste issues, such as Sustainable Neighbourhoods, Eco Angels etc. • Showcase the Lake Mac community’s creative endeavours and encourage participation by local young people. • Develop partnerships with Council, local businesses, schools and other community organisations.
Supervision and support	<p>The role will be supervised and supported directly by the Alliance Secretariat, with support from other volunteers.</p> <p>The role can be shared among one, two or more volunteers.</p>
Duties and responsibilities	<p>The Waste to Art coordinator role can encompass all of these duties, or can each be taken up separately as volunteer availability or preferences dictate.</p> <p>Project planning</p> <p><i>Estimated commitment: ~20 hours total over 4 weeks, May 2020</i></p> <ul style="list-style-type: none"> • Review the current Waste to Art project plan and 2021 evaluation report, and investigate opportunities for the 2022 project including: <ul style="list-style-type: none"> ○ possible exhibition locations and dates ○ additional activities, eg making workshops or clean up events ○ ideas to increase the impact of the project. • Develop 2022 project plan and document proposed schedule, key promotional messages, registration details etc. <p>Promotions and communications</p> <p><i>Estimated commitment: Sporadic (average of 8 hours per month) across the life of the project, May – December.</i></p> <ul style="list-style-type: none"> • Raise the visibility and impact of the project using media, e-news networks, social media and other promotional tools. • Promote key aspects of the project in a timely manner such as invitations to participate, registrations open and closing, exhibition details, opening night, other activities such as workshops. • Create original content and share relevant content related to the aims of the project such as waste reduction, anti-littering and reducing consumption. • Identify and engage with key stakeholders (eg schools, artist groups, community groups, government organisations etc) to promote participation in the project and raise visibility.

	<p>Registrations and administration</p> <p><i>Estimated commitment: 1 hour per week between May – August; and up to 12 hours per week during the peak time between September – November.</i></p> <ul style="list-style-type: none"> • Be the central point of contact for participating artists. • Confirm details with participating artists as they register. • Maintain an accurate and up to date record of artist registrations, including their contact details and artwork descriptions. • Notify and liaise with participating artists to arrange artwork deliveries, exhibition installation, pack up and artwork collection. • Prompt participating artists to finalise their works and submit artwork details ready for exhibition and installation. • Collate finalised artist and artwork information for exhibition labels. <p>Exhibition installation and pack up</p> <p><i>Estimated commitment: Up to 6 hours on installation day, October; and/or up to 6 hours on pack up day, December.</i></p> <ul style="list-style-type: none"> • Assist with exhibition installation and/or pack up, along with other volunteers and the Alliance Secretariat. • Some parts of this role will involve relatively physical tasks such as moving and hanging artworks of various size and shapes. Less physical tasks are also available for installation and pack up. <p>Opening night</p> <p><i>Estimated commitment: Up to 6 hours per week, mid-September – early October; and up to 6 hours for set up and attendance at opening night.</i></p> <ul style="list-style-type: none"> • Liaise with venue staff and Alliance Secretariat to confirm opening night arrangements • Send invitations to various stakeholders including artists, community members, VIPs etc, and collect RSVP list. • Arrange MC, briefing notes and liaise with relevant VIPs attending on the night. • Arrange catering • Set up and attendance at opening night event. <p>All</p> <ul style="list-style-type: none"> • Liaise regularly with the Alliance Secretariat and other project volunteers to keep informed of progress, ensure consistency among various roles and seek support and assistance where required. • Adhere to all Sustainable Neighbourhood policy and procedures, for example, regarding Governance, Website and Social Media, Health and Safety, Child protection and Privacy.
<p>Suitable for</p>	<ul style="list-style-type: none"> • University students studying Event management, Arts management and administration, Marketing, media and communications; Environmental management and sustainability; Business; or Community services for example, or volunteers with skills in these areas. • Volunteers seeking an opportunity to manage an established community project, and to develop and demonstrate your leadership, project management and other professional skills.

	<ul style="list-style-type: none"> Volunteers seeking a flexible way to contribute may take up just one component of the role such as promotions or exhibition installation etc.
Commitment and Time required	<p>Depending on expressions of interest, one person may want to take up the entire role. We estimate this will require about:</p> <ul style="list-style-type: none"> 1 day/week throughout May to August, and increasing to about 2 days/week in the peak period between October - November 2020. <p>The role can be made more flexible to cater for various availabilities - see above for estimated commitment for each part of the role.</p>
Location and equipment	<p>Primarily work from home. The role requires that volunteers provide their own own internet connection and suitable device to access email, phone and various social media platforms as required.</p> <p>Occasional face to face meetings may also be required.</p> <p>Exhibition installation and opening night will be located at the exhibition venue.</p> <p>A small budget is available to cover project expenses for opening night and promotional materials.</p>
Relevant background documents	<ul style="list-style-type: none"> Waste to Art project plan 2022 Waste to Art evaluation reports 2019-2021 sustainableneighbourhoods.org.au/waste-to-art Sustainable Neighbourhoods Policy and Procedures, including: <ul style="list-style-type: none"> Governance Child Protection Policy Managing Personal Information and Privacy Project Planning Guide Health and Safety Website and social media policy Alliance branding guide Available at sustainableneighbourhoods.org.au/resources

To apply

To express your interest in this role, please email the Sustainable Neighbourhood Alliance Secretariat at admin@sustainableneighbourhoods.org.au. Please include your name, email and phone contact details, and a brief description of your background and/or interest in the Waste to Art project. Just a few sentences is totally fine.

The initial round of recruitment will close Monday 2 May, for the Coordinator role. However, we welcome your participation at any stage of the project. Please get in touch to talk about a role to suit you.

Contact us for further information at admin@sustainableneighbourhoods.org.au or 0466 748 333.