



artsnorthernrivers.com.au
info@artsnorthernrivers.com.au
0456 770 632
Suite 2, 155 Keen Street
Lismore, NSW 2480

Art On Bundjalung 2026 Project Support

POSITION DESCRIPTION

Part-time (3 days per week / 0.6 FTE with flexibility for extended hours as required) September-November 2026
Reports to First Nations Project Officer

LOCATION

ANR office base - Lismore, 2480

ORGANISATIONAL ENVIRONMENT

Arts Northern Rivers is the peak body for the arts and cultural sector in the Northern Rivers region of New South Wales, Australia.

We work at a regional, state and national level to support sustainable arts and creative industries development.

Our activity is divided into core and project activity. Our core activity is funded through Create NSW as well as the contributions made by six local governments of the region. Our project activity has been funded through various federal, state and regional partners including Create NSW, Department of Infrastructure, Transport, Regional Development and Communications, Indigenous Visual Arts Industry Support (IVAIS) and the Regional Arts Fund (via Regional Arts NSW).

Our core arts development program includes:

- Assistance for creative practitioners, arts organisations and enterprises, including advice on development, planning and funding
- Communications and promotion initiatives, which aim to put local arts events, artists and creative practitioners in the spotlight
- Cultural planning assistance for local councils, including consultation on arts and cultural policy and strategy
- Professional and skills development programs for arts workers and practitioners
- Support for First Nation artists through a range of programs and initiatives

SUMMARY OF POSITION

The Art on Bundjalung Project Support Officer works closely with the First Nations Program Officer to support the planning, promotion and delivery of Art on Bundjalung 2026. This is a practical, hands-on role that combines administration, marketing, communications and event support. The position will assist with artist and stakeholder communications, project administration, social media, event logistics and on-ground delivery. The successful applicant will be highly organised, enjoy working collaboratively in a small team environment and be committed to supporting a culturally safe, community-focused event that celebrates First Nations artists and culture.

Duties

Project Administration & Coordination

- Provide administrative support for the planning and delivery of Art on Bundjalung.
- Assist with coordination of meetings, agendas, notes and project documentation.
- Assist with budget tracking, invoicing and administrative processes as required

Artist & Stakeholder Communications

- Assist with communications and liaison with artists, performers, stallholders, committee members and project partners.
- Respond to participant enquiries in a timely and professional manner.
- Coordinate distribution of event information, key dates and project updates.
- Support positive and respectful relationships with community members and stakeholders.

Marketing & Communications

- Assist with implementation of Art on Bundjalung marketing activities.
- Develop and schedule social media content in collaboration with the ANR team.
- Assist with website updates, e-newsletters and promotional campaigns.
- Gather artist profiles, images and stories to support event promotion.
- Support the collection of photography, video and digital content before, during and after the event.

Event Delivery

- Assist with event logistics and operational planning.
- Support artist, stallholder and contractor coordination
- Assist with event setup, delivery and pack down.
- Support participant registration, information services and stakeholder engagement on event day.
- Contribute to a positive and welcoming experience for participants and audiences.

Organisational Collaboration & Culture

- Work collaboratively with the Arts Northern Rivers team.
- Contribute to a workplace culture that values respect, collaboration, cultural integrity and community.
- Support culturally safe practices across all areas of project delivery.
- Undertake other reasonable duties associated with the successful delivery of Art on Bundjalung.

Essential Criteria

This is an Aboriginal and/or Torres Strait Islander identified position.

Applicants must identify as Aboriginal and/or Torres Strait Islander

- Excellent organisational and administrative skills with strong attention to detail.
- Strong written and verbal communication skills.
- Experience working in a small team environment and contributing positively to collaborative projects.
- Experience coordinating projects, events, community programs or similar activities.
- Experience using social media and digital platforms for communication, promotion or engagement.
- Demonstrated ability to manage multiple priorities and meet deadlines.
- Strong interpersonal skills and ability to work with a diverse range of stakeholders.
- Competency in Microsoft Office and digital administration systems.
- Current driver licence.

Desirable Criteria

- Connection to and knowledge of local First Nations communities across Bundjalung, Gumbaynggirr and/or Yaegl Country.
- Experience working within arts, community, cultural or events sectors.
- Experience supporting the delivery of festivals, markets or community events.
- Skills in photography, graphic design, content creation or digital marketing.
- Understanding of culturally safe engagement and event delivery practices.

Special Conditions

- Some evening and weekend work may be required in the lead-up to and delivery of Art on Bundjalung.
- Travel within the Northern Rivers and Clarence Valley region may be required.
- The role will work directly with First Nations artists, communities, committee members and project partners, and must uphold culturally safe and respectful ways of working.