

Position Title	Coordinator Experiences and Partnerships
Directorate	Community Strengthening
Department/Business Unit	Creative and Engaged City
Team	Experiences and Partnerships
Classification	Band 8
Month/Year	July 2026
Reports to:	Manager Creative and Engaged City
Supervises:	Team Leader Cultural and Community Development, Cultural Heritage Program Lead, Public Art Projects Lead and Art Curator.
Internal Liaison:	Community Strengthening Directorate, Creative and Engaged City Department, Planning, Business Development and Investment, City Futures, Governance, Media and Communications
External Liaison:	Arts and Creative sectors, artists and contractors for projects Community development agencies and organisations Funding bodies and other stakeholders; government departments

Position Objectives

The primary purpose of this strategic role is to lead, oversee, and enhance a diverse range of arts, culture, heritage, and community experiences across the City of Greater Dandenong's cultural and community hubs. This involves managing programming and events at key cultural and community venues and implementing community development initiatives that foster engagement, community engagement and participation among residents. The role is instrumental in driving innovation and creativity, positioning the City of Greater Dandenong as a leading centre of creativity in the Southeast region of Melbourne, with programs that reflect contemporary practices and trends.

The Coordinator of Experiences and Partnerships is a dynamic and innovative role dedicated to advancing the city's cultural prominence and leadership. By enhancing arts and cultural experiences, the role plays a crucial part in enriching the community's quality of life and positioning the city as a vibrant hub for creativity and cultural exchange.

- **Provide Strategic Programming Leadership:** Enhance cultural programming, curate and manage a vibrant portfolio of exhibitions, public art programs, performing arts, and heritage initiatives that engage diverse audiences and reflect the community's identity.
- **Foster Community Engagement:** Develop and implement community development programs that encourage participation, collaboration, and inclusivity among residents, strengthening community ties and enhancing cultural vibrancy.
- **Strengthen Strategic Partnerships:** Build and maintain partnerships with community organisations, artists, cultural institutions, and funding partners to align with the city's Arts, Culture, and Heritage Strategy, thereby enhancing the city's cultural landscape.
- **Innovate and Inspire:** Drive innovative approaches to arts and culture delivery, ensuring the City of Greater Dandenong remains at the forefront of creative practices while promoting local talent and cultural diversity.
- **Promote Cultural Leadership:** Act as a champion for the city's cultural prominence, representing the city at regional and state levels to showcase the unique cultural offerings and foster collaboration across sectors.
- **Oversee a significant budget,** explore various revenue opportunities, and ensure the financial health and growth of all initiatives. Lead and motivate a diverse, cross-functional team to cultivate a culture of creativity, professional development, and high performance, while fostering strong connections with the Cultural and Community Hubs and the Creative Promotions teams. Additionally, provide leadership by liaising with advisory committees such as to ensure their input informs strategic planning and programming.

Key Selection Criteria

You need these essential qualifications (or experience), knowledge and skills to carry out this position

- Bachelor's degree in arts administration, Cultural Studies, Museum Studies, or a related field.
- Minimum of 3-5 years of experience in program coordination or management within the arts, culture, or heritage sector.
- Proven experience in community engagement or community development activities, IAP2 certificate or qualification highly desirable.
- Proven experience in curating exhibitions and managing public programs.
- Strong network of contacts within the arts and cultural community.
- Excellent organisational, communication, and project management skills.
- Ability to work collaboratively with diverse groups and individuals.
- Proficiency in using various digital tools and platforms for program management and promotion.
- Creative thinker with a passion for arts, culture, and community development.
- Proven experience in designing and implementing community development programs that enhance social cohesion and cultural participation.
- Strong leadership and team management skills.
- Ability to multitask and manage multiple projects simultaneously.
- Excellent interpersonal skills and ability to build strong relationships with partners.
- Commitment to diversity, equity, and inclusion in all aspects of work.
- Knowledge of heritage preservation practices and principles.
- Familiarity with contemporary leadership practices and local government operations.

As part of the Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- ☒ satisfactory (and ongoing) Working with Children's Check (Employee Check)
- ☒ satisfactory (and ongoing) Police Check
- ☒ current valid (and ongoing) Victorian Driver's Licence
- ☐ ongoing First Aid (Level 2)
- ☐ ongoing Cardiopulmonary Resuscitation (CPR)

In this position, you are responsible for:

Vision	• Develop a cohesive vision and programming that positions the city as a centre of creativity and innovation, enhancing its cultural profile through contemporary and relevant experiences. • Establish a strategic approach to arts and cultural programming that ensures a consistent and integrated creative offering across cultural and community hubs, resonating with the community and attracting diverse audiences. • Coordinate cross-venue initiatives and programming that create synergy, foster collaboration, and cultivate a shared cultural identity, reinforcing the city's status as a vibrant cultural destination. • Ensure all programming aligns with the city's Arts, Culture, and Heritage Strategy and Community Hubs Strategic Plans, driving engagement and participation while maintaining relevance to the community's evolving interests and needs.
---------------	--

Strategic Development	• Collaborate with stakeholders to establish strategic goals that strengthen arts, culture, and community leadership, enhancing engagement and diversifying programming to promote broader cultural participation and audience growth. • Foster partnerships with local artists, leading cultural institutions, and community groups to create a robust network that supports innovative programming and resource sharing, positioning the city as a leader in contemporary arts and culture practices. • Utilise data analytics to track community engagement and feedback, enabling data-driven adjustments to strategies and optimising resources for maximum impact. • Implement a framework for continuous evaluation and adaptation of strategic initiatives, ensuring that they remain responsive to the evolving needs of the community and reflect current cultural trends. • Develop communication strategies that effectively articulate the vision and benefits of arts and culture initiatives, fostering a sense of ownership and pride within the community. • Align the Arts, Cultural and Heritage strategy and Community Hubs Strategic Plans with the broader goals of the City of Greater Dandenong, contributing to economic growth, social cohesion, and vibrant community development. • Promote a culture of innovation and creativity by embracing contemporary practices and new ideas that enhance arts and culture programming, driving deeper community engagement and participation • Contribute to the development and implementation of the department's strategic goals and objectives. • Analyse current trends and future opportunities in arts, culture, and community engagement to inform strategic planning. • Develop long-term strategies for program growth, community access, and partnership development. • Create and implement strategic initiatives that align with the organisation's mission and vision, ensuring sustainability and relevance in a changing environment. • Monitor and evaluate the effectiveness of strategic initiatives, making data-driven adjustments as necessary to achieve desired outcomes.
Partnership Development	• Identify and cultivate partnerships with local, regional, and national arts, community and cultural organisations and tertiary institutions. • Develop and maintain relationships with community groups, artists, sponsors, and stakeholders. • Seek opportunities for collaborative projects and funding to support program initiatives.
Cultural leadership	• Direct the curation and management of exhibitions and public programs that reflect the city's cultural diversity and contemporary arts practices. Foster collaborations with artists and cultural practitioners to develop innovative and inclusive content. • Lead the development and management of heritage programs that celebrate and preserve the city's cultural history. • Oversee the preservation of collections and archives, ensuring adherence to professional standards, and collaborate with historians and heritage professionals to curate engaging exhibitions that promote local heritage. • Lead the creation of a cutting-edge performance schedule that showcases diverse artistic expressions and resonates with community interests. • Curate innovative exhibitions in art galleries that celebrate local and regional artists, as well as transformative heritage exhibitions that engage visitors with local narratives, fostering deeper connections and community pride. • Coordinate arts and cultural programming across various hubs to ensure accessibility and engagement for all residents. Strategically conceptualise and launch inaugural programs for emerging cultural spaces, responding to the evolving needs of the community.

	• Forge and champion groundbreaking public art initiatives that transform community spaces and embody the city's vibrant cultural identity. • Oversee the development and preservation of collections, ensuring they reflect the community's cultural heritage and remain accessible to the public.
Team Leadership and Development	• Provide strategic direction and support, ensuring team members have the resources needed to excel. • Establish measurable goals and performance standards that align individual contributions with organizational objectives. • Foster a collaborative team environment that encourages creativity and open communication among members. • Promote professional development through training, workshops, and performance feedback.
Management and reporting	• Develop and present comprehensive reports, proposals, and presentations that effectively communicate program goals, outcomes, and strategic initiatives to internal and external stakeholders. • Lead the management of program budgets to ensure financial sustainability and cost-effectiveness, implementing strategies for resource allocation that align with organisational objectives. • Establish and maintain robust systems for monitoring and evaluating program activities, attendance, and outcomes to inform strategic decision-making and enhance program effectiveness. Ensure that all activities comply with local government policies and regulations, developing frameworks that promote accountability and transparency in operations.

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are found on The Source > [Capability Framework | Greater Dandenong Council](#)

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are found on The Source > People, Culture and Safety > [REACH | Greater Dandenong Council](#)

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Occupational Health and Safety	All employees have responsibilities to: • Take reasonable care of their own health and safety. • Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. • Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace.

	- Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. - Participate in health and safety training programs and initiatives. People managers have additional responsibilities to: - Develop, implement, promote and review Council's OHS management system within their area of responsibility. - Work with Health and Safety and People and Change departments to ensure accurate and timely OHS reporting, and implementation of health and safety culture, policies, procedures, and training programs. - Ensure employee compliance with relevant OHS regulatory requirements through local and corporate policies and procedures in order to provide and maintain a safe work environment, including providing training and guidance on OHS responsibilities. - Monitor and review workplace environment to identify, manage and respond to any health and safety hazards and risks, including psychosocial.
Child Safety	- Demonstrate and promote a strong commitment to child safety, equity and inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards and foster this commitment across their team. - Ensure compliance with the Child Safety and Wellbeing Policy, Child Safe Code of Conduct, and all child safe policies and procedures, and support staff to understand and meet these requirements. - Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations, and support staff to understand and meet these requirements.
Climate Change & Sustainability	Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	- Remain mindful of the requirements of the Victorian Charter of Human Rights at all times - Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. - Perform other duties as directed within the limits of acquired skills, knowledge, and training. - At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees. - At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	- Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: - zero tolerance of racism and expectations that staff will act on incidents of racism - supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
Gender Equality	Prevent and address violence against women and workplace sexual harassment, including by modelling acceptable behaviour, responding decisively to improper conduct and properly managing initial disclosures

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

Working out of standard business hours

☒ Not required.

- ☐ This role may be subject to work related contact outside of normal business hours on an ad hoc, as needs basis. These hours will be subject to penalty or overtime rates.
- ☐ This role may be subject to work outside of normal business hours. (Refer to 'Working out of hours' under position specific responsibilities.)

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – <i>ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor</i>		☐	☐	☒	☐
Team based work – <i>works in a team of people and not exposed to isolation</i>		☐	☐	☐	☒
Communicating with others – Verbally		☐	☐	☐	☒
Communicating with others - Written		☐	☐	☐	☒
Focused Attention to task – <i>high levels of attention required to minimise errors and ensure accuracy</i>		☐	☒	☐	☐
Concentrating – <i>high levels of concentration required while completing required tasks</i>		☐	☐	☒	☐
Planning and sequencing tasks and activities		☐	☐	☐	☒
Decision making – <i>required to exercise sound decision making while completing all aspects of the position</i>		☐	☐	☒	☐
Problem solving – <i>requirement to develop sound solutions to novel or unusual problems arising during the course of the day</i>		☐	☐	☒	☐
Reasoning – <i>required to exercise sound reasoning while completing all aspects of the position within defined scope</i>		☐	☐	☒	☐
Judgement – <i>required to exercise sound judgement while completing all aspects of the position within defined scope</i>		☐	☒	☐	☐
Short and long-term memory recall – <i>ready access to documented procedures or precedents to perform requirements of the position</i>		☐	☐	☒	☐
Emotional resilience – <i>exposure to stressful or distressing situations including meeting</i>		☐	☒	☐	☐

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice		☐	☒	☐	☐

Physical Requirements

- ☐ This position requires more than 10% (on average) daily work rate of manual handling/physical exertion. [If this position requires ≥10% (on average) daily work rate of manual handling / physical exertion, a Task Analysis is then required to be established by an Occupational Therapist [OT] for further assessment (please contact the OHS Team for further information).]
- ☐ This position requires a vision test
- ☐ This position requires a hearing test

Note: To determine % of manual handling / physical exertion on average per working day.

7.6 hour day = 456 minutes. 10% of 456 minutes = 45.6 minutes per day.

8.00 hour day = 480 minutes. 10% of 480 minutes = 48.0 minutes per day.

8.44 hour day = 506 minutes. 10% of 506 minutes = 50.6 minutes per day.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – stay in a seated position		☐	☐	☒	☐
Standing – standing in an upright position, moving less than 3 steps		☐	☐	☒	☐
Walking – In an upright position, moving more than 3 steps		☐	☐	☒	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground		☒	☐	☐	☐
Non-manual handling					
Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels		☐	☒	☐	☐
Kneeling – To lower the body		☒	☐	☐	☐
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds		☒	☐	☐	☐
Reaching – Extending arms out in any direction		☐	☒	☐	☐
Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet		☒	☐	☐	☐
Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm		☐	☒	☐	☐
Power/open hand grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended		☒	☐	☐	☐
Writing/typing		☐	☐	☐	☒
Climb ladders		☒	☐	☐	☐
Climb or descend stairs		☐	☐	☒	☐

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Low level work – Performing manual handling actions at or near ground level		☐	☒	☐	☐
Manual Handling					
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders		☐	☒	☐	☐
Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions		☐	☒	☐	☐
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		☒	☐	☐	☐
Weight requirements – lift, carry, push, pull or hold					
1-5kg		☐	☐	☒	☐
5.1 – 10kg		☐	☒	☐	☐
10.1 – 15kg		☒	☐	☐	☐
15.1 – 20kg		☒	☐	☐	☐
Lift floor to hip		☐	☒	☐	☐
Lift waist to shoulder		☐	☐	☒	☐
Lift overhead		☐	☒	☐	☐
Pushing/pulling		☐	☒	☐	☐

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

Band descriptors *(as defined in Council's Enterprise Agreement)*

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- May manage resources and / or regulatory or specialist units and / or develop and interpret policy.
- Where the prime responsibility is for resource management the freedom to act is governed by broad goals, policies and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. Decisions and actions taken in this Band may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.
- Where the prime responsibility is to manage regulatory or specialist units, the freedom to act is governed by the goals and policies of the organisation and by statute and subordinate legislation. Decisions and actions taken at this level may have a substantial effect on the community or sections of it.
- Where the prime responsibility is to develop policy options and strategic plans, the freedom to act is wide and limited only to the areas nominated by Employer or the corporate management. The advice and counsel provided by these positions is relied upon for guidance and part-justification for adopting particular policies the impact of which may be substantial upon the organisation and / or the community.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- May involve both problem solving and policy development. Methods, procedures and processes are less well defined and employees are expected to contribute to their development and adaptation.
- The work will typically require the identification and analysis of an unspecified range of options before a choice can be made.
- Will identify and develop policy options in their own functional area for consideration and choice by their Manager or by Employer.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Require proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation by the employee.
- Require an understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.
- A sound knowledge of budgeting and relevant accounting and financial procedures is essential except for specialist positions where such knowledge may not be required.

Management & Interpersonal skills

The essential position requirements include:

- May involve supervision of large numbers of employees or the supervision of tertiary qualified employees or employees with extensive experience.
- Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Require the ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Employees at this level must be able to lead, motivate and develop other employees.

Qualifications and Experience

- The skills and knowledge needed for entry to this Band are beyond those normally acquired through a Degree course and experience in the field of the employee's specialist expertise alone.
- Typically, the necessary skills and knowledge would be gained through further formal qualifications in the field of expertise or in management, or through at least four years of experience in another specialised field.
- Alternatively, they might be acquired through lesser formal qualifications together with extensive and diverse experience, or intensive specialist experience.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Employee			