

## Position Description

<b>Position Title</b>	Art Showcase Program Facilitator		
<b>Location</b>	QLD (Brisbane or Cairns)	<b>Reports to</b>	State Program & Engagement Coordinator QLD
<b>Employment Term</b>	Fixed term to June 2028	<b>Employment Type</b>	Part-time (0.6 FTE)
<b>Hours of Work</b>	22.8 hours per week	<b>Classification</b>	SCHADS Award level 4

### Purpose of the position

The Art Showcase Program Facilitator is responsible for the coordination, preparation and delivery of CREATE's Art Showcase program in Queensland. The role engages children and young people with a care experience through creative expression by facilitating art workshops, coordinating state-wide art submissions, and delivering biannual in-person art showcase events.

Working as part of the State Programs team, the role collaborates closely with colleagues to deliver creative, trauma-informed programs that support children and young people to connect and share their voices in safe, inclusive and empowering environments.

This position is aligned to the Queensland Family and Child Commission Art Showcase initiative and requires an understanding of trauma-informed practice and the issues facing children and young people with a care experience, alongside strong organisational skills, confidence facilitating creative activities, and the ability to work flexibly across locations, communities and event timelines.

### Key responsibilities

#### Program Coordination and Delivery

- Plan, coordinate and facilitate creative art workshops for children and young people with a care experience.
- Coordinate state-wide calls for art submissions, including individual and collaborative works across a range of mediums.
- Prepare for and deliver biannual art showcase events, including venue coordination, display of artworks, awards and prizes.
- Use digital tools and platforms, including social media, email communications and databases, to promote activities, encourage participation, manage submissions and support program delivery.
- Create safe, inclusive and empowering spaces that encourage creative expression and participation.
- Support young people to participate meaningfully and celebrate their achievements.

## Relationship Management and Engagement

- Develop and maintain culturally safe and appropriate relationships with children and young people through face-to-face engagement, phone, email and online platforms.
- Engage with carers, sector partners and stakeholders to promote participation in workshops and showcases.
- Work collaboratively with CREATE colleagues to support consistent program delivery and shared learning.
- Communicate effectively and respectfully with children and young people, recognising them as experts by experience.

## Data Collection, Reporting and Administration

- Collect and record accurate data on participation, workshop attendance and art submissions.
- Facilitate the collection of feedback and evaluations from participating young people.
- Maintain accurate records in CREATE databases, including program activity and outcomes.
- Support reporting requirements linked to funding and sponsorship agreements, including progress updates and annual reporting.
- Assist with general administration tasks related to program delivery, including invitations, RSVPs, logistics and materials.

## Organisational Citizenship and Compliance

- Demonstrate a strong commitment to CREATE's Mission, Vision and Core Principles.
- Operate in line with organisational policies, procedures and practice guides.
- Adhere to National Child Safe Standards and apply a trauma-informed approach at all times.
- Maintain confidentiality, professionalism and integrity in all interactions.
- Contribute positively to team culture and a safe working environment.

## Key Relationships

### Internal

- Report to State Program & Engagement Coordinator QLD
- Collaborates with all other CREATE staff within the QLD offices
- Collaborates with the CREATE National team

### External

- Children and young people in care
- State Department responsible for child safety/protection
- Out-of-Home care sector partners and agencies
- Suppliers and contractors as relevant to the role

## Key Result Areas

- Successful delivery of creative workshops and biannual art showcase events.
- Establish relevant networks and stakeholder relationships within the creative arts sector
- High levels of engagement and participation from children and young people across Queensland.
- Demonstrated culturally safe, inclusive and trauma-informed practice.
- Accurate data collection, evaluation and reporting aligned to funding requirements.
- Positive contribution to CREATE's organisational culture and reputation.

## Skills and Knowledge

- Sound knowledge of community-based program delivery, with a focus on creative, arts-based engagement for children and young people with a care experience.
- Understanding of trauma-informed practice and culturally safe engagement, particularly when working with diverse communities and First Nations peoples.
- Knowledge of organisational policies, program objectives and child safety requirements relevant to social and community services environments.
- Ability to apply judgement and initiative in planning and delivering program activities where procedures may not be fully defined.
- Strong skills in planning, organising and coordinating workshops, events and program activities to achieve agreed outcomes within set timeframes.
- Confidence using digital tools and platforms, including databases, email communications and social media, to promote programs, encourage participation, manage information and support engagement outcomes.
- Ability to collect, manage and interpret participation data, feedback and records to support reporting and continuous improvement.
- Working knowledge of relevant statutory and regulatory requirements, including National Child Safe Standards and workplace health and safety obligations.

## Qualifications, Licences and Experience

### Essential

- Tertiary qualifications in Social Science, Arts, Community Services, Event Management, Youth Work or a related field, **and/or** equivalent relevant experience.
- Demonstrated experience delivering or coordinating programs, workshops or events, ideally with a creative, arts or community focus.
- Current Working with Children Check / Blue Card (QLD Specific).
- Current drivers' licence.
- Full working rights within Australia.

### Desirable

- Experience working with children and young people, particularly those with a care experience or from vulnerable backgrounds.
- Experience and understanding of creative arts, including mediums and skillsets
- Experience contributing to program planning, coordination and delivery within a funded or project-based environment.
- Experience using databases and digital platforms, including email communications or social media, to promote activities, manage participation and record program outcomes.

## Competencies

- Ability to work under general direction while exercising initiative, judgement and responsibility for program outcomes.
- Strong interpersonal skills, with the ability to build respectful, culturally safe relationships with children and young people, colleagues and external stakeholders.
- Ability to manage competing priorities, set outcomes and adapt work methods where required to meet program objectives.
- Confidence facilitating group activities and creative workshops in a safe, inclusive and engaging manner.
- Ability to work collaboratively as part of a team, while also operating autonomously within agreed objectives and budgets.



- Strong administrative and organisational capability, including accurate record-keeping, reporting and coordination of program logistics.
- Commitment to CREATE's values, child safety, ethical practice and positive team culture.

## Selection Criteria

1. **Relevant qualifications and/or experience** in Social Science, Arts, Community Services, Event Management or a related field, or equivalent practical experience.
2. **Demonstrated experience working with children and young people**, particularly those with a care experience or from vulnerable backgrounds, using a trauma-informed approach.
3. **Experience coordinating or facilitating programs, workshops or events**, ideally with a creative, arts-based or community focus.
4. **Strong interpersonal and communication skills**, with the ability to engage respectfully and effectively with diverse groups, including First Nations peoples and communities, in a culturally safe manner.
5. **Well-developed organisational and administrative skills**, including the ability to manage competing priorities, meet deadlines, and accurately record and report information using databases and IT systems.
6. **Ability to work both collaboratively and autonomously**, exercising initiative and judgement while operating within organisational policies and program objectives.

*CREATE recognises that the relevant skills, knowledge and capability for this role may be gained through lived experience, cultural knowledge, community involvement and non-formal pathways, and encourages applicants to outline these in against the selection criteria where relevant.*

## Commitment to inclusion and cultural knowledge

***CREATE Foundation strongly encourages applications from Aboriginal and Torres Strait Islander peoples.***

We recognise the deep value of cultural knowledge, lived experience and community connection, particularly in roles that support children and young people with a care experience. Cultural knowledge and lived experience are highly valued by CREATE and will be considered alongside formal qualifications and work experience.

If you believe you can contribute to this role through your cultural knowledge, lived experience or community connection, we encourage you to apply, even if you do not meet every qualification or experience requirement listed.

## Why work with us?

We don't just talk about making a difference - we live it. Our team is:

- purpose-driven
- passionate
- and values collaboration.

We know that great work happens when people feel supported, included, and inspired. That's why we invest in our people and create a workplace where everyone can thrive.

For more information on joining the CREATE team, including salary packaging, additional leave and other perks, visit <https://create.org.au/join-our-team/>



## About us

CREATE Foundation is the national consumer body for children and young people with an out-of-home care experience. We support children and young people from 0-25 who are currently in, or have experience in foster care, kinship care, permanent care or residential care.

**Our Vision:** That all children and young people with a care experience reach their full potential.

**Our Mission:** To create a better life for children and young people in care.

### ***To do this we***

**Connect** children and young people to each other, CREATE and their community

**Empower** children and young people to build self-confidence, self-esteem, and skills that enable them to have a voice and be heard

**Change** the care system, in consultation with children and young people, through advocacy to improve policies, practices and services, and increase community awareness

*If you have questions about this role or the application process, please email [hr@create.org.au](mailto:hr@create.org.au), or call our People and Culture Manager on 0432 639 048*