



Project Manager

An Identified Aboriginal and Torres Strait Islander role*

SharingStories Foundation has an exciting opportunity for an experienced Project Manager.

Position status	12 month fixed term contract with likelihood of extension.
Position Type	Full-time
Location	Negotiable
Closing date	Friday 26 April 2024
Yearly salary	\$90,000 + Super and Fringe benefits
Annual Leave	4 weeks
Salary Sacrifice/Fringe Benefits	Available
Contact Person	Taz Miller

Organisational Background

SharingStories Foundation works with Aboriginal and Torres Strait Islander communities to protect, maintain and grow language, stories and cultural heritage. Engaged as a culturally safe partner, we deliver community driven digital arts programs and education initiatives. Our creative practice engages elder and child, traditional and modern, oral and digital storytelling, Aboriginal and Torres Strait Islander and non-Indigenous. We work with a Both Ways approach across all aspects of our programming.

Purpose of the role

The Project Manager is responsible for collaborating with First Nations Communities in eastern Australia to develop and implement a mentoring processes that will result in First Nations led creative storytelling productions.

KEY AREAS OF RESPONSIBILITY

- Design, plan, implement, track and report on creative and mentoring projects with community
- Work closing with SharingStories Videographer and Creative Team to enact community cultural impact goals.
- Manage team and logistics for project delivery
- Manage relationships with community, delivery partners and key stakeholders
- Work with the SharingStories team to support evaluation, communications and reporting
- Provide structured Mentorship for young First Nations participants.

KEY COMPETENCIES AND ATTRIBUTES

- Aboriginal or Torres Strait Islander
- A commitment to the SharingStories Foundation's purpose and values.
- Ideally 5+ years community engagement and program management experience.
- Demonstrated ability to manage arts projects of a complex nature with multiple stakeholders and objectives.
- Demonstrated ability to undertake, organise and prioritise multiple and complex projects from initial stages through to completion.
- Competent use of online management tools and digital platforms.
- Creativity, a can-do attitude and a focus on finding solutions.
- Commitment to travel between 12 to 14 weeks per annum to different Community locations across East Australia.
- Ability to provide emotional, social and practical support to First Nations young peoples.
- Demonstrated cultural knowledge of working with Aboriginal and Torres Strait Islander Peoples

***This organisation considers that being Aboriginal or Torres Strait Islander is a genuine occupational requirement for this position under section 14 of the Anti-Discrimination Act.**

To apply please email your CV, cover letter addressing the Key Areas of Responsibility section to taz@sharingstoriesfoundation.org using the subject line: **Project Manager**.

If you'd like to learn a little more about SharingStories Foundation please review our [SSF website](#) or the [Jajoo Warrngara](#) educational website.

Applications close Friday 26 April 2024 with interviews following week starting 29 April and to commence work as soon as possible thereafter.

