



Exquisite Bodies Project Manager			
Position Number:	TBC	Department	Lifestyle & Community
Level:	5	Award:	May be covered by Local Government Officers' Award
Remuneration:	\$89,371.52 Base Salary	PLUS superannuation, housing and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications (Salary & Allowances pro-rata part time, 25 hours per week, 19 week fixed term contract) OR	
	\$55.00 Per Hour	If successful candidate chooses to work under an ABN and responsible for paying their own superannuation.	
Reports to:	Place & Cultural Development Coordinator	Direct Reports:	3 x 0.5 FTE
Last Reviewed:	Manager People, Culture & Wellbeing	Date:	12/08/2025
Approved:	Place & Cultural Development Coordinator	Date:	12/08/2025

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

POSITION OVERVIEW

The Shire of Carnarvon is seeking a dedicated and experienced Project Manager to lead the delivery of Exquisite Bodies — an innovative, inclusive, and interactive exhibition inviting audiences of all ages and abilities to contribute to an evolving creative installation. This is a part-time role, 25 hours per week over a fixed 19-week term from late September 2025 to the end of February 2026.

Funded through a partnership between Carnarvon, ART ON THE MOVE, The Art Gallery of Western Australia, and Healthway, this role offers a unique opportunity to combine project management with hands-on community engagement. The exhibition provides a creative alternative to traditional Access & Inclusion training, offering dynamic, play-based experiences for individuals, groups, and organisations.

Conceived by artist Bruno Booth in collaboration with Lilly Blue, Exquisite Bodies challenges perceptions of disability, mobility, and beauty, while celebrating the unique value of diverse lived experiences.

About the Exhibition

Exquisite Bodies is a multi-sensory, participatory exhibition that invites audiences of all ages and abilities to actively contribute to an evolving installation of monumental figurative sculptures; morphing and transforming in unexpected and imaginative ways. Created in close collaboration with disabled artist Bruno Booth, the exhibition disrupts conventional perceptions of disability and societal norms. It fosters slow, meaningful play, deep conversations, experimentation, and reflection.

Designed to be accessible and engaging for everyone, from young children and teens to adults and seasoned artists, the exhibition values every contribution equally, regardless of prior arts experience.

Inspired by the surrealist game Exquisite Corpse, this open-ended creative process celebrates surprise, perceived “errors,” and the rich diversity of lived experience.

At its core, Exquisite Bodies challenges us to rethink concepts of beauty, mobility, and ability. It calls attention to the resilience of diversely-abled bodies navigating a world that is often inaccessible by design, while celebrating the unique value and beauty of differently expressed abilities.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon’s physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES & RESPONSIBILITIES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.
- ★ Leading and mentoring three Creative Facilitators to confidently guide diverse groups through immersive engagement with the exhibition.
- ★ Rostering and communication with Creative Facilitators throughout the exhibition.
- ★ In partnership the Art Gallery Officer and Place and Cultural Development Coordinator, support all aspects of installation week (commencing 13 October 2025), plus related events such as opening nights, Gallery Nook curations, artist talks, and creative activations.
- ★ Work closely with the Place & Cultural Development Coordinator, Art Gallery Officer and Arts Development Officer to ensure exceptional exhibition delivery and community impact.
- ★ Actively engaging and programming groups and organisations to hold team sessions within the exhibition.
- ★ Managing ongoing reporting and communication with Art on the Move to meet grant requirements and demonstrate project success.
- ★ Creatively enhance the reach of this exhibition in exploring broader opportunities.
- ★ Supporting additional events and initiatives with the broader Art Gallery and Community Art Hub teams to maximise the exhibition’s reach and cultural contribution.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ Fully understand their WHS responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- ★ Proactively recognise and identify hazards, investigate accidents and near misses, implement controls and prevention programmes, provide and maintain workplaces, plant and systems of work that do not expose employees to hazards. Ensure safe work practices and procedures are documented, understood, implemented and are being followed by employees.
- ★ Ensure that Safety & Health Representatives reporting to them are able to carry out their legislated functions.
- ★ Provide and enforce the use of adequate protective clothing and equipment, where it is not practicable to avoid the presence of hazards in the workplace.
- ★ Ensure safe use, cleaning and maintenance, transportation and disposal of substances and plant used in the workplace
- ★ Attend the WHS Committee meeting either as a member or rostered as an invited guest.
- ★ Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.
- ★ Working with Children's Check.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Experience working with people of all abilities, including strong knowledge of inclusive practices and accessibility needs within arts, cultural, or community settings.
- ★ Ability to create respectful, welcoming, and empowering environments.
- ★ Skilled in leading engaging, hands-on creative sessions for participants of all ages, backgrounds, and experience levels.
- ★ Passion for arts and culture, with proven involvement in exhibitions, community events, or creative programming.
- ★ Strong project coordination and organisational skills, including budget management, timeline oversight, and stakeholder liaison.
- ★ Ability to meet funding body reporting requirements and provide clear progress updates.
- ★ Excellent written and verbal communication skills.
- ★ Commitment to work the full contract term from late September 2025 to the end of February 2026, including all key exhibition events and installation week.

DESIRABLE CRITERIA

- ★ Experience in exhibition installation, event coordination, or facilitation.
- ★ Previous experience working on grant-funded arts or cultural projects.
- ★ Established networks within the arts, culture, or community sectors.

POSITION COMPETENCIES

Experience	
Focus of Role	Key Specialist / Management
Experience Level	Specialist knowledge in a number of advanced skill areas
Tasks	
Context Method	Range of tasks guided by policy, objectives or professional standards.
Skill Level	Knowledge is applied to recurring circumstances, may include the application of specialist skills.

Judgement and problem Solving	
Problem Solving	Solve diverse problems which require assessment of a range of options having elements of complexity
Judgement	Judgement is applied in innovative, new, or leadership capacity with elements of complexity.
Supervision and Independence	
Level of Supervision	Broad direction is given in terms of objectives, limited detailed guidance is available. Performance is measured against objectives.
Organisational Relationships and Impact	
Work Area Relationships	May develop proposals or recommendations which co-ordinate the interests of separate work areas and share accountability.
Public/Other Staff Relationships	Specialised discussions to resolve issues, including explaining policy and reconciling different points of view.
Impact	Decisions made directly impact own work area
Interpersonal Skills	Persuasive communication skills with ability to influence internal and external stakeholders for the resolution of technical, non-standard matters.
Job Competencies	
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Conflict Resolution	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.
Planning & Organisation Skills	Proficient: Able to keep track of multiple, important details amongst a wide range of activities. Will manage work flows and adapt, interpret or modify procedures to achieve objectives.
Safety Procedures	Advanced: Develops JSAs, SWMS and other safety procedures for own work area and related work areas. Train and coach others in safety procedures.
Administration Skills	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.
Equipment Operation	N/A
Supervision Skills	Advanced: Supervision of a department or line management responsibility for positions performing a related set of functions.
Project Management	Advanced: Accountable for the quality, effectiveness, cost, timeliness of programs, projects or work plans. Prepares budget for projects.
Policy and Procedure Development	Fundamental: Research, develop and recommend changes for internal procedures or work processes related to job function.
Policy or Legislative Interpretation	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
Report Writing	Intermediate: Undertake initial or straightforward drafting of reports, submissions or non-standard correspondence.
Budgeting Skills	Intermediate: Develop project, program or smaller work area budgets, which may be subject to further review or require to be managed within an overall Department budget.
Customer Service Skills	Proficient: Effectively communicate with clients and members of the public and in the resolution of routine and usual matters.

Decision Making Skills	Advanced: Decisions will involve technical areas of complexity requiring consideration of multiple options.
Management Skills	Advanced: Management of major sections or projects within area of expertise. May direct staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team.

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening

REMUNERATION AND BENEFITS

Option 1:

The successful applicant will join the Lifestyle & Community Team with a starting salary from \$ 89,371.52 per annum, plus allowances (if eligible) and superannuation (pro-rata for part-time).

Other cash benefits include but not limited to

\$ 1,201.11 p/a District Allowance*
 \$ 4,592.47 p/a Housing Allowance*
 \$ 1,503.85 p/a Annual Leave Loading 17.5%
 \$ 11,419.81 p/a Superannuation (Statutory)
 \$ 1,903.30 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
 \$ 440.00 p/a Annual Leave Travel Assistance

Leave Entitlements*

5 Weeks Annual Leave
 2 Local Government Public Holidays
 10 Days of Paid Personal Leave
 10 Days of Paid Pandemic Leave
 38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

Salary Sacrificing for a range of benefits
 Annual Leave Travel Assistance Payment
 Local Club Membership Subsidies
 Gym Membership Subsidy
 Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

Option 2:

\$55 per hour, if successful candidate chooses to work under an ABN and responsible for paying their own superannuation.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

