

**INFORMATION KIT FOR
APPLICANTS**



**THE
ARTS
CENTRE**
gold coast



BACKGROUND

Introduction to The Arts Centre Gold Coast

The Arts Centre Gold Coast is a multipurpose performing arts facility owned by Gold Coast City Council that provides numerous entertainment, cultural, business, meetings, events, recreation and broader commercial activities and opportunities for the local community and visitors to the Gold Coast.

Licensed Trading Hours

The Centre's licensed trading hours are 10.00am to 12.00 midnight Monday to Sunday. The Centre is available for hire everyday however is not usually open for business on Good Friday, Christmas Day or New Year's Day and Anzac Day unless required.

Operating Hours of Centre Box Office are:

Monday- Friday:	8.00am to 9.00pm
Saturday:	9.00am to 9.00pm
Sunday:	11.00am to 7.00pm

Operating Hours of Gold Coast City Gallery are:

Monday- Friday:	10.00am to 5.00pm
Saturday- Sunday:	11.00am to 5.00pm

Centre Facilities

The Centre is the most versatile facility on the Gold Coast, we have:

A 1140 seat Performing Arts Theatre

A 330 seat Show Room

Various performance, rehearsal and meeting room spaces

2 cinemas

2 Visual Arts galleries

A Cafe and restaurant area

Hire businesses including technical equipment, event management, and labour hire.

Catering Business

Introduction to the Company

The Arts Centre Gold Coast is managed by Gold Coast Arts Centre Pty Ltd an independent company created by Council that seeks to maximise utilisation of Centre facilities at competitive commercial rates while recognising specified community obligations and encouraging increased and wider participation in cultural, conferencing and entertainment events. The company receives an annual operating grant from Gold Coast City Council.

For further information visit www.theartscentregc.com.au

Introduction to the Gold Coast

Australia's Gold Coast is a fun and diverse city, offering an explosion of action packed days and fun filled nights enjoyed by more than 10.5 million visitors every year. Families, couples, business delegates and solo travellers will all find an experience to suit their needs at a price to suit their budget, as the Gold Coast offers more attractions and venues than any other destination in the southern hemisphere

Get into the Gold Coast's easy living lifestyle with 70 kilometres of sun, sand and surf at your doorstep or 100,000 hectares of world heritage listed rainforest just a short drive away. Amp up the adrenaline with an early morning surf or a visit to one of the many theme parks, before sampling the dining riches at one of the Gold Coast's many award-winning restaurants.

The Gold Coast extends from Brisbane to the New South Wales border and has a steadily growing population of more than 500,000 people. Gold Coast City and the Queensland capital of Brisbane have been jointly identified as one of the most desirable places in the world to live, ranked on political, social, economic and environmental factors, plus personal safety and health.

For further information visit www.verygoldcoast.com.au

SELECTION INFORMATION

The Arts Centre Gold Coast

Thank you for your interest in employment with The Arts Centre Gold Coast. This Information Kit is designed to assist you with your application.

CHECK LIST

After reading the Information Kit, double check the following:

- *Have you received a Position Description with this Information Kit?*
- *Have you addressed the selection criteria as detailed within the Position Description?*
- *Have you included an up-to-date resume including your contact details and referee details etc?*
- *Have you included a covering letter introducing yourself and clearly showing the position title and reference number?*

PREPARING YOUR APPLICATION

Step 1: How to Apply

Before you tackle the task of responding to the 'Selection Criteria' you should assess your experience and level of skills etc against that required within the job and ensure that you meet all of the essential requirements before applying for the position.

Applications should be addressed to the attention of the General Manager.

Applications should be sent electronically in email form only in either MS Word or Adobe PDF and sent to;

employment@theartscentregc.com.au

Applications received after the closing date will only be accepted in exceptional circumstances and at the discretion of the General Manager.

Step 2: Your Application

Although there is no right or wrong way in which to present your application the following guidelines are recommended when submitting an application:

1. Covering Letter

It is recommended that you include a covering letter with your application. This is your opportunity in which to introduce yourself and highlight the valuable skills and experience that you would contribute to the position. Ensure that you clearly identify the position in which you are applying for and quote the reference number. Your covering letter should be no longer than two (2) pages (1 page will be sufficient in most cases).

2. Your Resume

Your resume should contain contact details such as your name and address, educational/training background and a summary of work history detailing where you have worked, positions held, period of employment and brief details of duties performed, skills and experience acquired. It is also a good idea to include achievements, goals etc.

You should list at least two (2) recent work referees who are in a position to comment on your work performance. Your resume should be typed or neatly handwritten and free of spelling and grammatical errors.

3. Addressing the Selection Criteria

You should include a statement in response to the selection criteria of the job. Ensure that you answer each of the criteria as detailed in the Position Description accompanying this Information Kit. It is recommended that you respond to each in point form or short paragraphs. The selection criteria of the job will contain information as to the skills and experience required for the position.

It is important that you outline your experience, skills, knowledge and abilities etc, and relate this information to each requirement. A brief (half to 1 page) statement each should be sufficient. Your responses should clearly illustrate how you have successfully demonstrated the selection criteria required for the position.

Hint

When preparing your response you may wish to break down your experience to assist in answering each criterion. For example:

Consider:

- Qualifications/Training - describe any qualifications and/or training you have that demonstrates your knowledge or skill for this criteria.
- Skills - consider the most relevant skills you possess that would be required to fulfil the requirements of the criteria. Identify the level of expertise you have and give examples where appropriate.
- Experience - outline any positions or projects you have undertaken which have further developed your experience.
- Results/achievements - describe your achievements that would be relevant to the criteria.

Examples of commonly used phrases or words include:

- **“Ability to acquire”** - means to have the potential to acquire the skill or knowledge.
- **“Demonstrated” or “Proven ability”** - means you need to describe your achievements in the subject area and would require you to give an example of how you have used your knowledge/skill etc to produce successful results. Provide examples of how you have successfully achieved the requirement or used the skill, knowledge or ability in previous positions.
- **“Thorough”, “Detailed”, “Sound”** - requires you to give an indication of the level of your knowledge, skill or ability.

What to Avoid

Avoid long drawn out information used to “pad” your application. Remain focused on what is asked of you and avoid exaggerating your skills and abilities.

Hint

Use positive and active language in your descriptions - e.g. “I developed” or “I implemented.....” rather than passive descriptions such as “A system was developed.....”

Step 3: The Selection Process

1. Short Listing

Shortlisting is based upon the selection of those candidates who most competitively meet the selection criteria. These candidates will be given the opportunity of an interview. This process takes place after the closing date. Unsuccessful applicants will be promptly advised after the shortlisting process has taken place.

2. The Interview

The panel will follow a structured process, asking all applicants the same questions. However, they may follow up or explore particular issues with applicants. These questions are designed to gather information on how well you meet the selection criteria. You may be asked two types of questions: Behavioural or Situational.

- **Behavioural** questions ask for examples of how you have handled certain situations in the past.
- **Situational** questions focus on how you would handle a particular situation or aspect of the job. Your answers should accurately reflect your knowledge, skills and abilities.

3. After the Interview

The selection panel will rate or assess your performance against each criteria and against the performance of the other applicants. There may be other selection tools used during this process such as providing examples of previous work or participating in a test or structured exercise (individual or group).

4. Reference Checks

Referees will be contacted after interviews/tests. Your present or most recent employer/supervisor will most likely be contacted. Ensure you have nominated at least two referees who can support your claims regarding your skills, knowledge and abilities in relation to the selection criteria. Referees will not be contacted without approval from the applicant.

Hint

Be sure to obtain your referees' permission before nominating them. It is a good idea to give them a copy of your application and the selection criteria to prepare them in the event they are contacted.

5. Notification of Appointment

The successful applicant will be notified as soon as possible after the selection panel reach their decision. All other interviewed applicants will be notified verbally, followed by a letter. Unsuccessful applicants not short listed or interviewed are notified in writing at that stage of the selection process.

CONCLUSION

Our aim within this Information Kit is to provide you with a general insight into the process involved in applying for positions with The Arts Centre Gold Coast and to provide you with practical guidelines and suggestions to assist you in the preparation of your application. We appreciate your time and interest in applying for a position with the Centre.

Finally, we wish you all the best with your application!