



DEPOT Te Whare Toi | ArtsLab | 28 Clarence St, Devonport, Auckland 0624
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Creative Employment Consultant (DEPOT ArtsLab)

30 hours/week

Salary: Pro rata \$74,000 per year

Position Description

The ArtsLab Creative Employment Consultant is responsible for the assessment and selection of creative job seekers onto the ArtsLab programme; supporting the development of the client's resources and skills for successful job applications; and developing appropriate materials for adult learning alongside facilitating regular workshops. They will also identify and source job vacancies and provide career guidance and employment transition support to clients. The ArtsLab Creative Employment Consultant reports to the ArtsLab Programme Manager.

Job Summary

Our ArtsLab Creative Employment Consultants work in a small, collaborative and high-energy team.

A few examples of daily work include developing an effective job-seeking strategy for a seasoned graphic designer, assisting a recent IT graduate to write their first CV, or helping someone who is long-term unemployed find suitable employment options. Our consultants also develop and facilitate regular engaging and collaborative workshops and events for our clients, as well as organising mentoring sessions with industry experts.

Our clients range from 18 to 65 years old and are from a diverse range of backgrounds. However, the majority of ArtsLab clients are recent tertiary education leavers with qualifications ranging from IT to Fine Arts.

Reporting to the ArtsLab Programme Manager, you will be a confident workshop facilitator and a strong communicator with sound interpersonal skills and a warm professional approach.

The work activities are divided into the following areas:

1. Assessment and Selection:

- Interview referrals, select eligible candidates, identify barriers to sustainable employment
- Document and report initial interview outcomes to Work and Income
- Input client information details to databases

2. Carry out Job Seeking Readiness and Work Readiness Assessment

Follow a time-bound programme for each client providing support and monitoring in the following:

- Assist clients to create CV's, cover letters and LinkedIn profiles
- Direct clients to industry experts offering guidance and mentorship
- Support clients to develop successful job application processes and excel in job interviews
- Monitor weekly goal achievements and meet regularly to encourage and facilitate job search
- Ensure clients are applying to appropriate roles and offer feedback when needed
- Maintain accurate client reports and communicate timely reporting requirements to our MSD stakeholders

3. Employment Placement

- Identify and source vacancies that fit the clients work goals and skills
- Provide support throughout the employment process.
- Provide support and guidance concerning any matter that may give rise to employment dispute or grievance by client or employer

4. Industry and Employment

- Research and remain current concerning employment legislation, minimum wage and employment contractual requirements to provide accurate and helpful advice and information to clients and prospective employers
- Provide accurate occupational and labour market information to clients particularly in the creative industries sector to assist their entry in employment
- Work with the wider team to connect clients to potential internships, job opportunities and mentors

4. Facilitating Workshops

- Review, develop and present workshops which provide clients with tools and experience using those tools in order to effectively apply for and secure employment. This includes but is not limited to:
 - CV, cover letters, portfolios, LinkedIn
 - Job Search tools and processes
 - Interview Skills
 - Goals and time management
 - Presentation and networking skills
 - Personal and professional development skills

5. Post Placement/ Post Programme Support

- Provide employment information for clients to Programme Administrator on client securing employment
- Follow up with clients who get jobs and those who don't within two months of exiting programme

Professional Skills Preferred

- A minimum qualification in adult teaching such as New Zealand Certificate in Adult and Tertiary Teaching (Level 5), CELTA **or** equivalent experience evidencing use of a communicative, client-centred learning approach.

- A minimum qualification in career guidance such as NMIT Graduate Certificate in Career Development. You may be part way through your studies.
- Strong English literacy and communication skills.
- Able to edit and craft CVs and cover letters to an excellent standard.
- Experience with adult workshop facilitation both online and in-person.
- Experience working with young adults in a support capacity.
- Experience supporting clients or students from a range of cultural backgrounds.
- Experience supporting neurodiverse clients or students.
- Ability to utilise and communicate a range of job seeking strategies.
- Research skills to find suitable training courses, job insights, and stay up to date with creative industry trends.
- Strong job interview knowledge including, but not limited to, STAR method.
- Excellent organisation, time management and administration skills.
- Strong computer skills: Microsoft Office - Word, Outlook, Teams, Excel (basic), Google suite, and internet research.
- Tech savvy and able to quickly adapt to new systems.
- Knowledge and experience using LinkedIn for networking and job searching.
- Familiar with LMS (learning management systems) and CMS (client management systems).
- Able to deliver to KPIs (employment targets) set by MSD (Ministry of Social Development).

Personal Skills Required

- Warm, engaging and interested in the Arts and Creative Sector
- Excellent communication and interpersonal skills, able to modify communication style for different situations and clients
- Open-mindedness and genuine care and understanding of clients' needs and situations
- Able to work collaboratively and independently
- Agile and resilient
- Ability to display sound judgment and show initiative
- Able to help others stay accountable by setting and sticking to goals

Additional Beneficial Skills

- Familiarity with New Zealand's creative industries
- Previous experience working with MSD clients
- A background or interest in social work or psychology may be beneficial
- Training or knowledge in HR and recruitment
- Counselling experience or training
- Able to develop engaging content for both in person and online workshops