



ARTS LAW CENTRE OF AUSTRALIA

JOB DESCRIPTION

POSITION TITLE	Solicitor (Full-time)
RESPONSIBLE TO	Director – Legal Services (DLS) & CEO

GENERAL

Arts Law is looking for an enthusiastic and dynamic lawyer who wants to make a difference to Australia's creators. This is a full-time position joining our small team.9 FTE staff.

Generally, working hours are 35 hours/week, 9am-5pm with a one-hour break for lunch. Arts Law is looking for a solicitor with a minimum of 3 years' experience for this position. The salary range is \$70,000-\$79,295 per annum (plus superannuation (SGC) – currently 9.25%) commensurate with qualifications and experience. Voluntary salary packaging is also available.

STATEMENT OF DUTIES

1. Advisory

- Give verbal and written legal advice to individuals and organisations with arts related legal problems, including drafting and reviewing contracts and other documents. This includes best practice advice and participating in Arts Law's legal advice outreach clinics.
- Draft wills for artists as part of the Artists in the Black wills outreach program.
- Report to senior staff in relation to the delivery of the above services and work cooperatively with all staff to ensure Arts Law clients are assisted in a timely and efficient manner.

2. Referral

- Arrange referrals to private lawyers, mediators or accountants.

3. Education

- Prepare and give lectures, seminars and workshops to tertiary students, arts and legal practitioners and organisations, including Indigenous artists and organisations, in areas of law relevant to practising artists, including contracts, copyright, censorship, defamation, employment, taxation, business structures and other areas of law as directed. This involves the participation in domestic travel as education is delivered in a number of states and territories.
- Contribute to the development of Arts Law's education resources.

4. Publications and Website

Prepare articles for Arts Law's in house publications, and edit those publications from time to time.

- Prepare material for publication in Arts Law's brochures, booklets, information sheets and on the 2 websites maintained by Arts Law.
- Draft or review sample contracts for use by the Australian arts community.
- Prepare articles for publication in arts and legal journals.

5. Law and Policy Reform

- Research and write submissions to government, law reform bodies and other bodies as directed.
- Participate in other law and policy reform activities as directed.

6. Volunteers

- Supervise volunteer lawyers on the pro bono lawyer panel, daytime volunteers (students) and interns during business hours as directed and in communication with the staff primarily responsible for the supervision of the volunteer lawyer panel.

7. Administration

- Assist with all aspects of office administration and attend staff meetings as required.
- Provide feedback to CEO and DLS on library and reference materials needed by Arts Law and the legal practice.

8. Promoting Arts Law

- Foster and maintain contacts with government, lawyers, accountants and arts and community organisations and keep DLS & CEO apprised of activities.
- Assist in liaising with the media and representing Arts Law in media interviews as directed by the CEO.

SELECTION CRITERIA

SOLICITOR

PREREQUISITE

Eligibility for admission to practice as a solicitor in New South Wales, with 3 or more years post-admission experience.

SELECTION CRITERIA

1. Demonstrated knowledge of, and preferably experience in, the legal problems faced by artists and arts organisations in all arts sectors, including contract, intellectual property (especially copyright), defamation, employment, tax and business structures.
2. Excellent verbal communication skills, in particular, the ability to explain complex legal issues to individuals and groups with a predominantly non-legal background.
3. Excellent written skills including commercial drafting skills.
4. Ability to provide professional development seminars and workshops.
5. Awareness of law reform issues relevant to artists' professional and creative activities.
6. Awareness of the legal issues relevant to the impact of digital technology on the arts.
7. Understanding and appreciation of the role of community based organisations, and of community legal centres in particular.
8. Well developed self-management and organisational skills.
9. Ability to work effectively in a small office team.