

APPLICATION PACKAGE

Position: Creative Producer



Image Rachel Main

Applications Close: Friday 20th October 2017, 3pm

Send to:

Cat Graveson, Executive Assistant and Office Coordinator

PH: +61 3 9362 8806

E: cat@footscrayarts.com

Creative Producer

REPORTS TO: Head of Programming

OVERSEES: Associate Producers, Artists and Interns

Key Relationships

INTERNAL: Head of Programming, Director and CEO, General Manager, FCAC Programming Team, Cultural Facilities Team, Marketing and Engagement Team, Part time staff and contractors.

EXTERNAL: Artistic Program Partners, Government and non-Government stakeholders, arts, cultural and community sectors, local, national and international artists and organisations, external service providers, stakeholders and communities in Melbourne's west and representatives from relevant organisations, both formal and informal, within the community.

Summary

The Creative Producer works as a key member of Footscray Community Arts Centre's (FCAC) programming team to accomplish the organisation's artistic vision and support FCAC's leadership position in the field of contemporary arts and community engagement.

Responsible for delivering a progressive and influential creative and cultural program, the Creative Producer works closely with a wide range of stakeholders, contributing to the future of FCAC as Australia's leading centre for community engaged, community arts based practice.

As this person acts as a key conduit between FCAC and the broader industry and various communities of Melbourne's West, it is essential that the incumbent has experience working with diverse arts and non-arts organisations and individuals to deepen our connection with communities; expand our networks across the arts and non-arts sector; provide professional development opportunities for our artists and sector; and produce innovative, engaging and high quality contemporary art.

Position Description: Creative Producer

QUALIFICATIONS AND EXPERIENCE

This role is a significant position at Footscray Community Arts Centre, which enables the incumbent to nurture their inventive and visionary creative practice.

You have three or more years of experience as an organised and inspiring project manager and/or producer of high quality arts, events and cultural activities, with a solid grounding in, and understanding of, community-engaged, contemporary arts practice.

Working within a community context is your passion and you highly value self-determination and diversity of representation. You will contribute significantly to the future of FCAC, the arts and cultural sectors, communities, artists and organisational partners. You are experienced in partnership development and collaboration, especially across government and non-government, arts and non-arts contexts.

Your social justice frameworks are strong and you are comfortable working with a high degree of responsibility in a dynamic, fast-paced, generative and exciting environment.

POSITION ACCOUNTABILITIES

The Creative Producer will assume responsibility for the following:

- Create and produce a leading community engaged annual program of projects, events, strategic initiatives and activities.
- Demonstrate community development principles and practices, preferably in a community arts context.
- Identify and prepare applications for funding opportunities and assist in the preparation of acquittal reports as part of FCAC's reporting obligations.
- Assist FCAC's Marketing and Communications Coordinator to develop marketing and publicity campaigns.
- Provide technical support to assist in delivering events, including coordinating and overseeing all production elements of performing arts presentations.
- Creation of budgets in collaboration with the finance team and monitoring project expenditure in accordance with budget framework.
- Prepare artist and event contracts, including fee negotiation, terms and conditions, billing and logistics.
- Prepare documentation and information required for ticketing and monitor ticket sales in the lead up to the event
- Contribute to the maximisation of FCAC's theatre and ancillary spaces with high quality performing arts product and commercial hirers.
- Help to provide a safe, positive and enriching experience to all people who engage with FCAC.
- Attend FCAC associated productions and events and represent FCAC at relevant sector events (includes some out of hours work)

TERMS AND CONDITIONS

- Remuneration Scale: \$55 000 to \$60 000 per annum + superannuation.
- This is a full-time position based at 45 Moreland St, Footscray (centrally located 10 mins from Melbourne's CBD). It is expected that the Creative Producer will work the hours required to successfully deliver the responsibilities of the position. This will, at times, include evening and weekend work, to be taken as time off in lieu.
- The incumbent will be appointed for a fixed-term of two (2) years dependent on funding. A three (3) month probation period applies.
- The Creative Producer will enter into an employment contract, which sets out all terms and conditions of employment including remuneration, superannuation and leave loading.
- The successful candidate will undertake a police check at own expense and present this to FCAC upon signing of Employee Contract.

SELECTION CRITERIA

Candidates are asked respond to the key selection criteria:

1. Exemplary communication skills, both spoken and written
2. Demonstrated experience in arts and community cultural development practice
3. Demonstrated experience in concept development and program planning
4. Interest and experience in working strategically within a long term context
5. Experience in engaging with communities around project development
6. Attention to detail and experience in developing high-quality experiences, reporting and correspondence
7. Ability to work with minimal supervision, show initiative and make clear decisions

APPLICATION PROCESS

- **Applications to be submitted as one PDF document, titled with applicant name and position.**
 1. Response to the Selection Criteria (max two pages)
 2. Cover letter addressing why you see yourself in the role (one page)
 3. Brief CV
 4. Contact details for three referees
- **Interview:** Shortlisted applicants will be interviewed during the week of 30 October 2017. Please note only shortlisted applicants will be contacted.
- **Timeframes:**
 1. **Applications Due:** 20 October 2017, 3pm
 2. **Interviews:** Week commencing 30 October 2017
 3. **Commencement:** 13 November 2017 (ideally)

Complete applications should be sent to Footscray Community Arts Centre addressed to: Cat Graveson, Executive Assistant and sent via [mail to:cat@footscrayarts.com](mailto:cat@footscrayarts.com)

You are also welcome to submit your application in person to FCAC, 45 Moreland Street, Footscray.

FURTHER INFORMATION

Should you have additional questions regarding the role, please contact:

Lydia Fairhall
Ph: 03 9367 8877 or via email: lydia@footscrayarts.com

ABOUT US

Established in 1974 as a not-for-profit Company Limited by Guarantee, Footscray Community Arts Centre (FCAC) is Australia's longest-running, leading centre for community engaged, contemporary arts practice. Attracting over 90 000 people annually, as audiences and visitors, our work is representative of political, social and cultural commentary in a contemporary Australian and international context.

Footscray Community Arts Centre delivers:

- Over 2000 arts and cultural activities each year
- Sixty (60) projects in a local, national and international context
- A diverse and dynamic program with over 100 local, national and international partnerships annually
- Strong leadership in community arts and cultural development

Based in Melbourne's west, FCAC's multiple venues - including two galleries, two performance spaces, a digital media studio, recording studio, numerous visual arts studios and rehearsal spaces - are programmed and managed with the principles of diversity and access in mind. FCAC promotes active participation in arts, culture and the civic narrative. FCAC's programs place a particular emphasis on access for culturally and linguistically diverse communities, Indigenous Australians and people living with disability.

FCAC strongly supports community-based learning and is a Registered Training Organisation, providing a range of pre-accredited, accredited and fee-for-service training programs across a variety of arts practices.

FCAC's three-tiered program is based upon our three (3) *core programs*:

- **ArtLife:** a curated day service for people with disabilities offering a unique, multi-arts program for adult artists with intellectual disabilities.
- **Indigenous Cultural Program:** In consultation with our Indigenous Advisory Group, a range of programs and activities are delivered each year to support the development of emerging Indigenous arts practice and new works by Indigenous artists. Our annual festival, *Wominjeka*, is the launch of FCAC's program each year.
- **Emerging Cultural Leaders:** supporting and developing Australia's next generation of cultural leaders, this award winning program engages with artists and community practitioners from culturally and linguistically diverse backgrounds to build capacity in sector knowledge, community-engaged arts practice and working with communities

In addition to these we deliver a suite of *creative and industry initiatives* that are responsive to the contemporary social and political context, and may vary in duration depending upon demand and relevance. This includes programs such as:

- **West Writers Group**
- **Creatively Ageing**
- **Collaborate Asia**

FCAC ensures access and community ownership of the space and creative program through *FCAC Presents* and the *Call to Create*, the third tier in the program, an application process for independent artists and community groups, which provides support through venue in-kind, marketing and producer support.

FCAC maintains a broad artists and companies in-residence program, supporting a diverse range of emerging and established artists and arts organisations through access to facilities, expertise and producing support. FCAC also provides a venue hire service and acts as landlord for a number of commercial and non-commercial tenants including Adult Learning Australia, Cohealth Arts Generator, Brown Cab Productions and Happy River Cafe.

FCAC is funded via general purpose and specific project grants from a range of federal, state, and local government agencies, philanthropic and corporate supporters, and self-generated income measuring at 35% of the current annual turnover.

FCAC has a team of 22 - including full time and part time - in addition to approximately 40 casual tutors, artists, reception and venue staff, an Indigenous Advisory Group, and Elders in Residence, Uncle Larry Walsh and Arweet Carolyn Briggs.

Appendix A: FCAC Organisational Chart

