



APPLICATION PACKAGE

Position: Executive Producer, Due West Arts Festival

Applications Close: Thursday 23 August 2018, 5pm

Attention: Martin Paten, Director and CEO

Email: applications@footscrayarts.com

Mail: 45 Moreland Street, Footscray, 3011

Image Credit: Snehargho Ghosh

Executive Producer, Due West Arts Festival

REPORTS TO: Director and CEO

OVERSEES: Festival relationships; namely with artists and contractors

KEY RELATIONSHIPS

INTERNAL: General Manager, Head of Programming, Programming Team, Cultural Facilities Team, Marketing and Engagement Team, Development Team, Accounts and Bookkeeper, Part time staff and contractors

EXTERNAL: Maribyrnong City Council, Due West Arts Festival Artistic Associates, arts, cultural and community sectors, local, national and international artists and organisations, external service providers, stakeholders and communities in Melbourne's west and other festival stakeholders

SUMMARY:

The Executive Producer, Due West Arts Festival (DW), works as a key member of Footscray Community Arts Centre's (FCAC) programming team to accomplish the organisation's ambitions for the professional planning and delivery of the Due West Arts Festival, to be held in November 2019.

Responsible for working collaboratively with a wide range of stakeholders, the Executive Producer oversees the coordination of the event planning process; i.e. programming, marketing, production and finances. The Executive Producer will work alongside a team of Artistic Associates, programmers, marketing and communications, production and operational, financial, development and administrative staff and contractors as part of the overall event planning process.

As this person acts as a key conduit between FCAC and the communities associated with the Festival, it is essential that the incumbent has experience in liaising with diverse stakeholders and communities and it is highly desirable that the incumbent has existing knowledge of the community of inner Melbourne's metropolitan western region.

Additionally, the role requires a highly flexible approach to working hours, including some work after hours and/or weekends. Whilst overtime is not payable, time in lieu for additional hours worked may be negotiable.

Position Description: Executive Producer, Due West Arts Festival

QUALIFICATIONS AND EXPERIENCE

This role is a significant position at Footscray Community Arts Centre, which enables the incumbent to utilise their operational skills and industry passions.

You have two or more years of experience as a high energy, organised, systems focused producer of high quality arts and/or cultural festival, with a solid grounding in, and understanding of events and community-engaged, contemporary arts practice.

You are an excellent communicator with a strong project management background. Working within the events industry is your passion and you highly value diversity of representation. You will contribute significantly to the future of FCAC as producer of the Due West Arts Festival and related arts and cultural sectors.

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

POSITION ACCOUNTABILITIES

The Executive Producer, Due West Arts Festival is responsible for the production management of the Festival, administering all aspects of the event related to business, artistic, operational and marketing responsibilities. The Executive Producer reports to the Reference Group and the CEO/ Director of FCAC.

Event Coordination

The Executive Producer will:

- Act as the day-to-day contact for the Due West Arts Festival.
- Develop and manage the 'Event Plan' to ensure the professional planning for the Festival
- Oversee the Expression of Interest process for local art and arts organisation participation in the Festival
- Administer the selection of artists and arts companies in conjunction with the Artistic Associates of the Due West Arts Festival
- Contract and oversee artists/arts and community organisations to deliver works in conjunction with the FCAC program team; including fee negotiation, terms and conditions, invoicing, visas, travel, accommodation and taxation.
- Coordinate the scheduling for the festival program in conjunction with the Artistic Associates and Director/CEO
- Monitor project expenditure in accordance with budget framework and in conjunction with FCAC's Executive team as required.

- Coordinate relationship with Production Manager who will manage all technical needs for the festival and artists; including staging and production, venues, staffing, contracting, sound and lighting, permit approvals and risk management.
- Prepare documentation and information required for Ticketing and Box Office Manager
- Attend meetings and provide reports to the CEO/ Director on festival milestones and to the Festival Reference Group.
- Coordinate and attend meetings as required
- Facilitate the provision of marketing, publicity and programming information, to the Marketing Team as required to support the overall communication, marketing and publicity of DW.
- Manage and respond to public enquiries.
- Work with the Marketing Team to collate appropriate data collection, monitoring and evaluation of events to capture attendance figures and feedback.
- Assist in the preparation of qualitative and quantitative acquittal reports as part of FCAC's acquittal and reporting obligations.

TERMS AND CONDITIONS

- Remuneration Scale: \$60 000 (Full Time) per annum + superannuation.
- The position is based at 45 Moreland St, Footscray (centrally located 10 mins from Melbourne's CBD). It is expected that the Executive Producer will work the hours required to successfully deliver the responsibilities of the position. This will, at times, include evening and weekend work for which overtime will not be paid.
- The incumbent will be appointed for a fixed-term commencing ideally in September until December 2019. A three (3) month probation period applies.
- The Executive 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 to respond to the following key selection criteria and provide demonstrated experience:

1. Working as a project manager delivering high quality project management systems for programs, festivals and/or events
2. Having positive and ongoing collaborative relationships with the arts, festivals and/or events industry and stakeholders
3. Proven high level capability to deliver complex arts and culture programs of a similar type.
4. Presenting exemplary collaboration and communication skills, both spoken and written
5. Working in a calm, clear and effective manner
6. Working with minimal supervision, taking initiative and solutions focused

APPLICATION PROCESS

Please respond to the following:

1. Response to the Selection Criteria (max two pages)
2. Cover letter addressing why you see yourself in the role
3. Your CV
4. Contact details for three referees

Please combine documents as a single PDF entitled with applicant name.

Timeframes:

Applications Due: Thursday 23 August 2018, 5pm

Interviews: week commencing 27 August 2018

Commencement: September

Please note:

Complete applications should be sent to Footscray Community Arts Centre, addressed to:

Martin Paten
Director and CEO
and sent via applications@footscrayarts.com

You are also welcome to submit your application in person to FCAC, 45 Moreland Street, Footscray, 3011.

FURTHER INFORMATION

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

Martin Paten:
Ph: 03 9362 8806 or via email: applications@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 70 000 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 1800 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 a perceived disability.

FCAC has three core programs:

- **ArtLife:** a curated day service for people with perceived disabilities offering a unique, multi-arts program for adult artists.
- **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.
- **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.

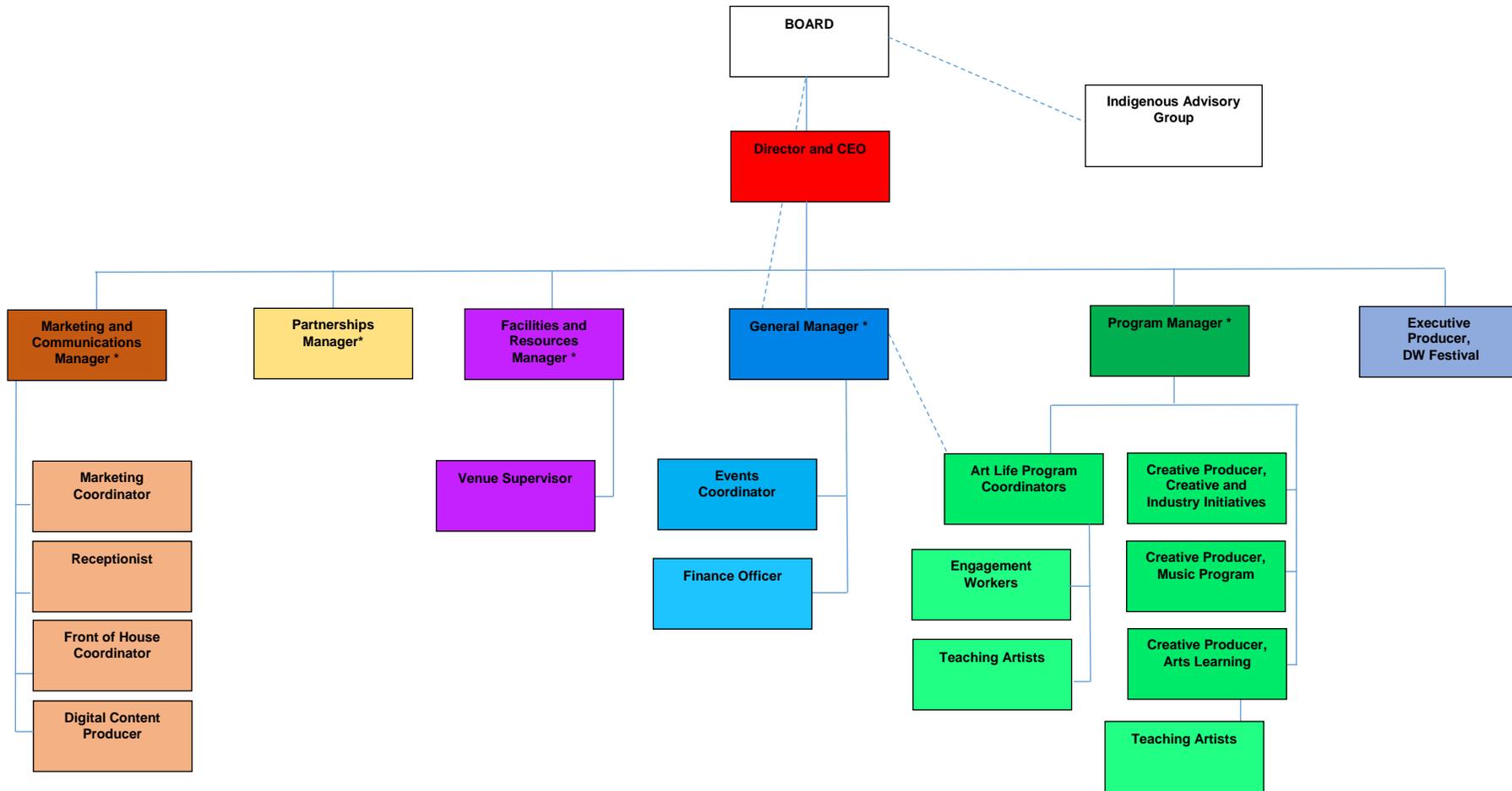
In addition to these we deliver a suite of *Creative and Industry Initiatives* that are responsive to the contemporary social and political context, and may vary in duration depending upon demand and relevance.

FCAC ensures access and community ownership of the space and creative program through *FCAC Presents* and the *Call to Create*, 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, marketing 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, NeuroMoves, L2R Next Gen, Brown Cab Productions and Happy River Cafe.

FCAC has a team of 20 - including full time and part time - in addition to approximately 40 casual tutors, artists, venue staff, an Indigenous Advisory Group, and 2 Elders in Residence, Uncle Larry Walsh and N'Arweet Carolyn Briggs.

Organisation Chart



--- = Informal reporting line, * = Executive Management Team