

## Position Description – Senior Producer

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- REPORTS TO:** Artistic Director & Co-CEO
- DIRECT REPORTS:** Program Coordinator: Neighbourhood
- OVERSEES:** Casual Staff, Contractors, Artists, External Producers, Volunteers and Interns as required

### Key Relationships

- INTERNAL:** Executive Director & Co-CEO, FCAC Programming Team, Cultural Facilities Team, Marketing and Engagement Team, ArtLife Team
- EXTERNAL:** Artistic Program Partners, Government and non-Government stakeholders, schools and education providers, 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

This role is one of three senior Producers responsible for creating, developing and delivering a year-round impactful artistic program at FCAC in collaboration with the Artistic Director and FCAC's communities of focus. The Senior Producer has the skills to foster and manage relationships with internal and external arts industry stakeholders, has a strong understanding of community-engaged contemporary arts practice and brings astute curatorial acumen.

The artistic program is developed and delivered in line with FCAC's Strategic Plan (2020 – 2024) and is underpinned by the organisation's Artistic Framework and Community Arts and Cultural Development Methodology. The artistic program is key in further developing FCAC's reputation in the local, national and international arts sectors as a leader in community engaged arts practice: the artistic program continues the legacy and success of Australia's longest running and leading community-engaged, contemporary arts centre, where the focus is on supporting and presenting work that is representative of political, social and cultural commentary in a contemporary Australian context.

**This role's primary focus in its first year will be the management of NEIGHBOURHOOD, a contemporary arts festival of new work scheduled for Feb – Mar 2022. NEIGHBOURHOOD is a one-off landmark cultural moment in the western suburbs following COVID19 recovery produced by FCAC in partnership with The Substation.**

The Senior Producer will understand the importance of arts leadership within a First Nations cultural context, and be constantly informed by the communities that FCAC works with: artists with disability, Culturally and Linguistically Diverse and LGBTQIA+.

The Senior Producer is comfortable working with a high degree of responsibility, flexibility, and adaptability in a dynamic, fast-paced, generative and exciting environment; and is capable of working within a passionate, dedicated, respected and highly engaged team of people who work with communities and artists on a daily basis. The Senior Producer will be committed to



developing a strong collaborative partnerships with the program team and broader FCAC team being an important interface with Marketing and Production.

The Senior Producer will have a demonstrated commitment to nurturing the careers of emerging arts managers, producers and artists by modelling best-practice approaches to community engaged arts practice, arts administration and positive relationship development. They will be calm under pressure and able to navigate complex relationships and competing priorities to deliver FCAC's vibrant artistic program.

The Senior Producer will have five or more years of experience in arts management with skills across a range of art forms.

FCAC acknowledges that we are on the traditional lands of the Boon Wurrung and Wurundjeri peoples of the Kulin Nation. We offer our respect to the Elders of these traditional lands, and through them, to all Aboriginal and Torres Strait Islander people.

FCAC is an equal opportunity workplace and we strongly encourage applications by people from culturally and linguistically diverse backgrounds, First Nations people, and people with disabilities. We understand the different needs of our staff, and we are dedicated to developing safe and flexible working environments for our team. FCAC is a values-driven organisation and industry leader, advocating for access, leadership, cultural rights, sustainability and creativity. Please advise FCAC if you have access requirements for the application process.

## Key Responsibilities

### **Neighbourhood – festival management**

The primary focus of the role in its first year is to work closely with FCAC and The Substation as lead organisations to ensure the delivery of one-off arts festival, NEIGHBOURHOOD. This will include:

- Liaise with partner venues to coordinate engagement with festival requirements and timelines (including marketing collateral, schedule information)
- Liaise with FCAC-produced NEIGHBOURHOOD artists, producers and venues to identify production needs and drive a high quality artistic experience through production and technical elements.
- Liaise with the FCAC Production and Facilities and Front of House team to plan production and FOH requirements for the FCAC festival site.
- Effectively manage 'Program Coordinator: NEIGHBOURHOOD' role
- Prepare artists and contracts and memorandum of understandings alongside the Program Coordinator and FCAC Management Team.
- Liaise with the FCAC Marketing Team to develop marketing strategies to align with NEIGHBOURHOOD program elements.
- Support the Program Coordinator in the coordination of the end-to-end EOI process for festival volunteers.
- Contribute to funding applications and the timely reporting to funders/ stakeholders
- Manage and coordinate festival budget, with support of FCAC Executive Director
- Ensure OHS procedures are implemented for the festival

### **Producing and Project Management**

- Responsible for developing, delivering, curating and commissioning a diverse, relevant, dynamic and exciting multi-artform portfolio of artistic projects platforming FCAC's communities of focus
- Research and propose new funding opportunities for artistic projects, including government, private, corporate or philanthropic sources
- Contribute to the maintenance of funding agreements, risk and asset registers, contracting systems, internal and external reporting requirements
- Ensure all projects model best-practice approaches to community engaged arts practice methodologies
- Manage the execution of all contracting and financial services related to projects
- Prepare and administrate contracts and memorandum of understandings, and oversee HR requirements for casual staff
- Liaise with FCAC's Front of House Coordinator to book casual event crew as required and communicate venue bookings in a timely fashion.
- Coordinate volunteers to support production and event logistics and minimise costs.
- Work with Creative Workshops Producer to support the development of creative workshops in response to artistic projects within your portfolio
- Seek opportunities for discounts on production/ equipment and other fees by negotiating in-kind support from partners and presenting venues.

### **Strategy and Planning**

- Together with Artistic Director and Program Team, actively contribute to high-level strategic planning for arts and cultural program
- Participate in the development of funding applications, new income streams, sponsorship documents and strategic development opportunities for the organisation

### **Artistic Excellence**

- Engage in local, national and international conversations and opportunities to further develop the artistic integrity and innovation across all FCAC programs and activities
- Develop and maintain productive and reciprocal relationships with artists, communities and organisations engaged in FCAC's arts and cultural program
- Actively attend arts and cultural events in order to build and maintain industry networks and inform your curatorial capacity as a member of the Programming team.

### **Audience Development**

- Actively contribute to the development and implementation of an audience engagement and development strategy in collaboration with relevant staff
- Engage in opportunities (internally and externally) to develop new audiences for community-engaged, contemporary arts practice and FCAC's program
- Develop touring capacity and external opportunities for FCAC works (locally, nationally and internationally)
- Work closely with the Marketing and Communications team (MCT) to ensure audiences are being communicated with through social media, marketing (online and offline) and all external communications
- In collaboration with the MCT, actively contribute to the evaluation, review and adaptations related to audience experiences
- Utilise company database Salesforce to execute market analysis and campaigns.
- Liaise with artists and stakeholders to collate program information to be used for associated marketing campaigns.
- Liaise with the FCAC Marketing Team to develop marketing strategies to develop audiences and deliver on box office targets

### **Human Resource Management**

- Ensure direct reports are receiving professional development experiences and opportunities that are relevant to their performance review plan, and align with FCAC priorities
- In collaboration with the Executive Director, participate in and oversee staff recruitment and induction where appropriate, ensuring strong and consistent orientation and exit processes for all direct reports, contractors, volunteers and interns as relevant to your role
- Supervise and manage direct reports positively to foster a culture of initiative, artistic excellence and collaboration including effective work plans are in place with clear KPI's and deliverables
- Participate in annual performance appraisal processes for all direct reports
- Facilitate student placements and internships as required, following FCAC systems and processes.

### **Financial Management**

- Ensure all projects and activities are delivered within budget and acquitted in a timely manner
- Plan, monitor and report on project budgets, providing regular and reliable internal reports with set monitoring processes in place
- Ensure all project income and expenditure is managed in accordance with the organisations financial systems, processes and delegations
- Contribute to the timely reporting of grant acquittals and other documentation to relevant stakeholders.

### **Partnerships and Collaborations**

- Develop and maintain effective, respectful and productive relationships with FCAC's stakeholders, communities, arts, cultural and community sectors, relevant government and non-government stakeholders, local, national and international potential and existing partners
- Identify and explore opportunities for promotion of FCAC's activities and strategic partnerships with stakeholders in order to enhance its sustainability and support its growth and reputation
- Ensure partnerships and collaborations are well-documented and managed with clear expectations, Partnership Agreements and are meeting the organisations vision, mission and programs
- Build and maintain a network of strong relationships with funders, stakeholders, sector and arts industry contacts and the many communities served by FCAC
- Support direct reports in building strong, productive and relevant partnerships for projects and activities

### **Sector and Community Development**

- When required, engage in national sector conversations relating to the future of community-engaged practice
- Contribute to sector development activities, policy development and focus groups relevant to FCAC's work
- Identify, develop and maintain industry relationships with local and national arts organisations that align FCAC.
- Attend FCAC associated productions and events and represent FCAC at relevant events (includes some out of hours work).
- Act as an ambassador for FCAC in the local community and develop a community of artists and community members that contribute to the artistic vibrancy of FCAC

### **Reporting, Compliance and Continuous Improvement**

- Alongside the Executive, ensure FCAC meets all obligations with regards to relevant laws, contracts, insurance, policies and OHS frameworks.
- Contribute to a safe work environment and positive culture in the organisation.

Some work will be required outside of business hours when relevant to the successful delivery of the artistic program.

### **Key Selection Criteria:**

#### **Essential**

##### **1: Community Engagement**

- Strong social justice frameworks and alignment with FCAC's core values of Cultural Rights, Access, Leadership, Sustainability and Creativity.
- Experience working with FCAC's Communities of Focus: First Nations, Culturally and Linguistically Diverse, LGBTQIA+ and Artists with Disability. Where experience may in one community may be lacking, an ability to articulate skills gap and approaches to building own knowledge capacity.
- Demonstrated understanding of community-arts-and-cultural-development (CACD) principles and practice

##### **2: Arts Producing Experience**

- Experience in festival delivery and management
- Strong level of experience working across artforms
- General understanding of arts industry, development needs of the sector and the challenges/pressures of artists and companies sector-wide
- Strong understanding of audience development and demonstrated experience to proactively and strategically consider marketing as a key component of producing
- Demonstrated high-level experience and passion for programming, producing, delivering and administering a year-long program from inception to acquittal.
- Demonstrated ability to approach programming from a strategic lens, responding to core needs of an organisation and community
- High-level arts administration skills and systems management
- Demonstrated budget development and management skills, and experience in identifying opportunities for increased revenue and balancing needs of individual project budgets against needs of organisation

### 3: Relationship Management

- Demonstrated ability to work under pressure, problem solve, take initiative and negotiate.
- Good interpersonal and relationship skills that includes working collaboratively in a team environment and fostering a community of artists, arts workers and stakeholders from other industries.
- Demonstrated knowledge and networks with artists, local community, arts industry and education sectors, and ability to collaborate with external stakeholders to develop project outcomes.
- Managerial skills, including ability to collaborate across a team and effectively manage direct reports

### Desirable

- First Aid certificate.

### Terms and Conditions:

- This position is offered is a fixed-term full-time position.
- The position is 5 days per week (1 FTE) plus 9.5% superannuation.
- Salary \$60,000 - \$70,000 depending on experience of candidate
- Appointed for a 24 month fixed-term, with renewal subject to funding and financial performance. A six (6) probation period applies, subject to an employment contract, which sets out all terms and conditions of employment including remuneration and superannuation.
- The position is based at FCAC, 45 Moreland Street, Footscray (centrally located 10 minutes from Melbourne's CBD). Flexible working arrangements are available.
- The successful candidate will undertake a police check and working with children check at their own expense.

### How to apply:

#### Applicants are asked to provide 1 PDF that includes the following:

1. A 1-page cover letter expressing your interest in the position.
2. Brief responses to the three key selection criteria of "Community Engagement", "Arts Producing Experience", and "Relationship Management" (no more than 2 pages)
3. A CV with at least two referees

Complete applications should be addressed to Daniel Santangeli, Artistic Director & co-CEO and emailed to

[applications@footscrayarts.com](mailto:applications@footscrayarts.com)

***Applications close 5pm, Thurs 18 Feb 2021***



Further Information:

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

Daniel Santangeli  
Artistic Director and Co-CEO  
03 9362 8888  
[applications@footscrayarts.com](mailto:applications@footscrayarts.com)



## About FCAC

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Footscray Community Arts Centre (FCAC) is a nationally and internationally recognised arts organisation grounded in Melbourne's West. Over 45 years, FCAC has cultivated a reputation for excellence in nurturing, creating and presenting contemporary arts in collaboration with our communities of focus: First Nations, culturally and linguistically diverse, LGBTIQ+, artists with a disability, and our audiences. FCAC has fostered generations of artists and cultural leaders; providing a culturally safe and creative place for the diverse communities of Melbourne's West and our audiences. FCAC carries rich cultural knowledge, ever strengthening ties with Indigenous voices, deep roots in activism and advocacy for those without a cultural voice in mainstream society, and methodologies developed over decades for best practice in community arts and cultural development based on principles of listening, collaboration and reciprocity. We are leaders in the arts sector and vital influencers in the disability sector. FCAC is a place of artistic vibrancy, big ideas and important conversations led by our communities of focus.

## FCAC's Strategic Pillars

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FCAC's creative programming, organisational growth and sustainability, and financial security and diversity are underpinned by three strategic pillars:

### **Our communities of focus**

Everything we do is by and with our communities of focus:

- First Nations
- People with disability
- Culturally and linguistically diverse
- LGBTIQ+

Our engagement with these communities is geographically determined: starting in the West, expanding nationally and, as a central component of the 2020 – 2024 strategic plan, embracing Australia's geo-political reality by reaching into the Indo and Asia Pacific regions.

### **Sector development and advocacy**

FCAC addresses systemic change through development and advocacy focused on arts/cultural sector, disability sector and government (local, state, national). This is done through establishing principles of best practice for community engaged work, capacity building programs for staff, industry and general public, and advocacy for the rights of minority communities.

### **Audience development**

Artists are given the greatest possible platform and opportunity to influence mainstream cultural dialogues through FCAC's focus on audience development. Our audience development strategy is two pronged:

- a) maintain our core audience which consists of our communities of focus;
- b) increase our engagement with arts-engaged audiences, the changing demographic of the West, and state-wide and national tourism.



## FCAC's Programs

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FCAC programs and initiatives are long-term, high-impact and underpinned by our strategic pillars. The way we work is built on models of community and cultural development practice, collaborative leadership and, always, with First Nations first.

### **Indigenous Advisory Group and Elders in Residence**

Consisting of Elders, community leaders, artists and cultural workers, the Indigenous Advisory Group (IAG) is central to:

- Indigenous cultural program: co-curation, development and community engagement
- Governance: constitutionally recognised, ongoing engagement with the Board, and IAG presence in board roles
- Ceremony: Welcome to Country and cultural ceremonies
- Cultural competency: providing training and skills development for FCAC staff and our partners (free and fee for service)

Elders-in-residence, Parbin'ata Carolyn Briggs and Uncle Larry Walsh work closely with FCAC to mentor artists and community to provide cultural guidance and advice.

### **Creative Program**

With an emphasis on the commissioning and presenting of new works, FCAC's Creative Program consists of:

- Year-round Indigenous Cultural Program led and informed by Indigenous Advisory Group with dedicated Indigenous Cultural Producer.
- Suite of multi-artform programming developed by and with communities of focus. Utilising our theatres, galleries and outdoor performance spaces, and expanding significantly with the delivery of the FCAC Precinct Plan, programming is enabled through strategic partnerships with arts and community organisations and key funding bodies.
- Annual major project: 1 to 3 months over summer each year, built from community and cultural development processes with communities of focus and facilitated by leading artist, this annual project of scale will generate new visitation to the precinct and attract previously unrealised funding sources.

### **ArtLife**

ArtLife engages people with disability to collaborate with professional facilitating artists in a year-long program that incorporates workshops, residencies and mentorship. ArtLife artists lead collaborative contemporary arts projects within FCAC and in the broader arts industry. ArtLife is a community-led space that places participating artists at the core of decision making for artistic processes and projects.

### **Emerging Cultural Leaders (ECL)**

ECL is an immersive professional development program for artists and arts workers to ground their practice using community arts development principals and methodologies. The ECL program incorporates mentorship, practice development and residencies linked to the broader FCAC Creative Program.



### **Creative Hub**

FCAC's companies and artists in residence reflect our communities of focus and reach untapped new audiences with high impact arts experiences. Over the 2020 – 2024 strategic plan period, FCAC's Creative Hub initiatives will generate creative development and incubation with a mix of emerging, established and on-exchange resident companies and artists (local and international), activating the precinct throughout the year with works that contribute to the vibrancy of FCAC artistic program.

FCAC continues to develop its profit for purpose model by delivering a high-quality venue hire and event service with value-aligned businesses and organisations.

### **Creative Workshop Program**

The Creative Workshop Program responds to and complements FCAC's Creative Program and consists of:

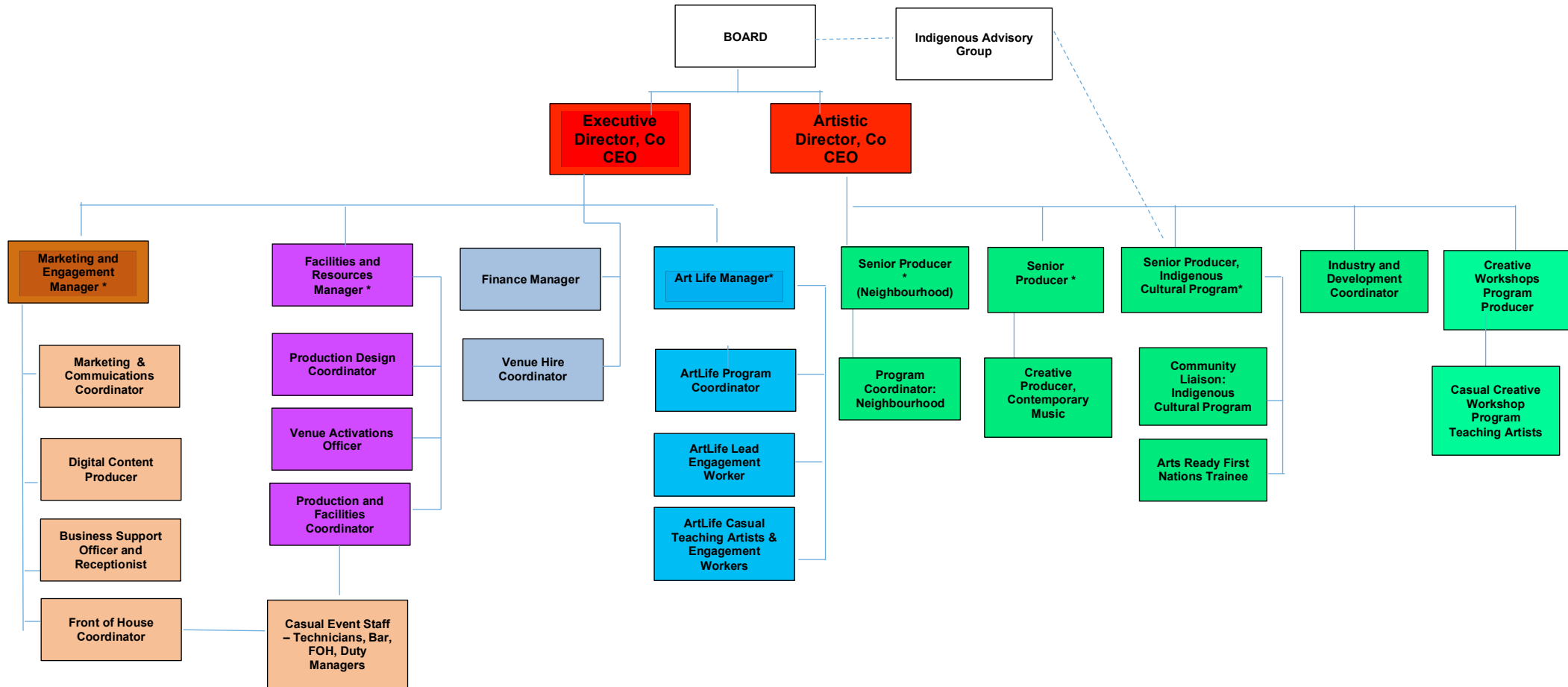
- FCAC produced flagship public workshop program aligned with FCAC's Creative Program.
- FCAC supported workshops – building the capacity of community to deliver workshops aligned with our values and local demand.
- FCAC curated workshops – delivering public programming partnerships with local artists, collectives and organisations.
- Schools Program – developing a workshop program to engage local schools with artistic experiences.

### **Generate**

Generate incorporates FCAC's public-facing advocacy and sector development initiatives including:

- Arts West Alliance (FCAC is a member of Arts West, an advocacy consortium of arts organisation in Melbourne's West)
- Our highly sought-after Cultural Awareness Training program
- Arts sector capacity building initiatives
- Disability sector capacity building initiatives

Organisational Chart at 13 Jan 2021



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