

## Position Description – Schools Engagement Administrator

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**REPORTS TO:** Creative Workshops Producer

**DIRECT REPORTS:** Nil.

### Key Relationships

**INTERNAL:** FCAC Programming Team, Marketing and Engagement Team

**EXTERNAL:** Artistic Program Partners, schools and education providers, arts, cultural and community sectors

### Summary

The Schools Engagement Administrator will work closely with the Creative Workshops Producer in the first year of FCAC's Schools Engagement Strategy. In late 2021, FCAC will launch a suite of school excursion offerings and the Schools Engagement Administrator will play a key role in engaging and marketing to local schools, creating a schools contact database, researching best practice models and co-ordinating enquiries. The Schools Engagement Strategy sits within the larger Creative Workshops Program at FCAC.

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

#### FCAC Schools Administration

- Support the Creative Workshop Producer to develop a Creative Schools program and accompanying schools package to increase engagement of local schools with FCAC programs, and broker paid employment for FCAC artists.
- Collect student and school data and create a database for current and future use.
- Support the Creative Workshop Producer to research, develop and curate new and innovative school workshop programs that align with the core FCAC Artistic Program.
- Support the Creative Workshop Producer to develop resources and materials to support the delivery of a Creative Schools program.
- Proactively develop relationships with local public and private schools to increase engagement and awareness of FCAC.



- Support the Creative Workshop Producer to administrate school bookings, tours and activities.
- Contribute to marketing strategies and development of content to promote a schools offering at FCAC.

### Key Selection Criteria:

#### Essential

- Strong social justice frameworks and alignment with FCAC's core values of Cultural Rights, Access, Leadership, Sustainability and Creativity.
- A basic knowledge of the Victorian and Australian Humanities Curriculum or experience working within school education contexts
- Demonstrated administration, communication and organisation skills, including knowledge of basic marketing concepts.

#### Desirable

- A qualification in education and/or arts or relevant professional experience in these fields.
- Experience with engaging young people from FCAC's communities of focus: First Nations, CALD, LGBTQIA+ and people with disability.

### **Terms and Conditions:**

- The position is contract role with a fixed term: 1 day per week over 17 weeks. Remuneration is a flat contract fee of \$4,500 plus super.
- The position is based at FCAC, 45 Moreland Street, Footscray (centrally located 10 minutes from Melbourne's CBD).
- 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 key selection criteria (no more than 1 page)
3. A CV with at least two referees

Complete applications should be addressed to Urvi Majumdar and emailed to [urvi@footscrayarts.com](mailto:urvi@footscrayarts.com).



Applications close 5pm, Friday 4 June 2021.

Further Information:

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

Urvi Majumdar  
Creative Workshops Program Producer  
0431 915 275  
[urvi@footscrayarts.com](mailto:urvi@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 Programs

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### 1. Core Programs: long-term, strategic and high impact

#### *Indigenous Cultural Program (ICP)*

FCAC's ICP encompasses diverse art forms, projects and events that engage artists and audiences from Aboriginal and Torres Strait Islander communities. ICP is developed in collaboration with community and curated by FCAC's Elders in Residence and Indigenous Advisory Group (IAG), and provides a platform for Indigenous artists, recognising and showcasing their powerful art making as the First Peoples of Australia.

#### *ArtLife*

With a 20-year legacy, ArtLife is a multidisciplinary arts program for adults with intellectual disability. FCAC has reimaged this program following the implementation of the National Disability Insurance Scheme (NDIS). Over the next four years ArtLife will expand its year-long multi-arts workshop program to include mentorships, residencies, artistic exchanges and presentation in the broader arts industry as a registered NDIS provider.

#### *Arts Leadership*

Arts Leadership is a suite of arts industry skills programs that encompass mentoring, capacity building, industry pathways and network development for the next generation of arts and cultural leaders. At the core of this program is Emerging Cultural Leaders (ECL), a flagship 6-month skills development program.

### 2. Creative Initiatives

Creative Initiatives delivered in partnership with community and industry including:

- Festivals: produced and supported e.g. Due West Art Festival
- Artists and Companies in Residence e.g. Brown Cab Productions and tilde Trans and Gender Diverse Film Festival
- West Writers: literary residency program and partnerships e.g. Melbourne Writers Festival and Emerging Writers Festival

### 3. Creative Workshops

Multidisciplinary artist-led workshops for the general public and for schools, creating pathways for community members of all ages and backgrounds to inspire art-making and creative practice.

### 4. Cultural Tenancy and Events

Long and short-term tenancies complementing FCAC's operations and venue hire for not-for-profit and commercial events.

### Organisational Chart

FCAC has a core team of 20FTE, with an additional 30 casual facilitators, artists and venue staff. Please note, the Schools Engagement Administrator will be directly managed by the Creative Workshops Program Producer and in this chart, can be counted as 'Casual Arts Learning Teaching'

