

Position Description – Producer: Contemporary Music

REPORTS TO: Senior Producer

DIRECT REPORTS: None

OVERSEES: Artist Contracts

Key Relationships

INTERNAL: Production, Program, Marketing, Executive

EXTERNAL: Artistic Program partners and funders, artists and arts organisations, external service providers.

Summary

The Producer: Contemporary Music role is responsible for creating, developing and delivering a year-round impactful suite of music projects at FCAC in collaboration with the Artistic Director and FCAC's communities of focus. Building on the success of FCAC's current music program, the Producer is focused on delivering a program series that responds to FCAC's Strategic Plan (2020 – 2024) and Cultural Development Methodology.

The 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 Producer has the skills to foster and manage relationships with arts industry stakeholders, has an understanding of community-engaged contemporary arts practice and brings a curatorial knowledge of the music industry.

FCAC is a place where staff can develop their skills and grow professionally - the Producer may identify areas for their own development across producing skills, increase capacity in working within arts and cultural organisations, deepening knowledge about community-arts-and-cultural-development practice and learning more about FCAC's communities of focus.

Informed by previous experience producing events, the Producer is comfortable with responsibility and can work flexibly and adaptively in a dynamic, fast-paced, generative and exciting environment. The Producer 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 Producer will be committed to developing strong collaborative partnerships with the program team and broader FCAC team being an important interface with Marketing and Production. They will be calm under pressure and able to navigate complex relationships and competing priorities to deliver FCAC's vibrant artistic program.

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.

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, equality, sustainability and creativity. Please advise FCAC if you have access requirements for the application process.

Key Responsibilities

Producing and Project Management:

- Responsible for developing, delivering, curating and commissioning a relevant, dynamic and exciting music program reflective of FCAC's focus communities in line with FCAC's Strategic Plan (2020-2024) and Cultural Development Methodology
- Liaise with and coordinate artists in the Contemporary Music Program
- Research and propose new funding and artistic partnership opportunities for artistic projects
- Contribute to the maintenance of funding and artistic partnership 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
- Work closely with the Marketing and Communications team to develop marketing strategies to develop audiences and deliver on box office targets, and liaise with artists and stakeholders to collate program information to be used for associated marketing campaigns.
- Liaise with FCAC's Front of House Coordinator to book casual event crew as required and communicate venue bookings in a timely fashion
- Liaise with FCAC's production staff to book casual event crew as required and communicate technical information in a timely fashion
- 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
- Coordinate volunteers associated with program delivery, as required.
- Ensure all projects and activities are delivered within budget and acquitted in a timely manner; and ensure all project income and expenditure is managed in accordance with the organisations financial systems and funding requirements.
- Ensure partnerships and collaborations are well-documented and managed with clear expectations
- Together with Artistic Director and Program Team, actively contribute to high-level strategic planning for arts and cultural program

Sector and Community Development

- 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

Compliance and continuous improvement

- Contribute to internal incident reporting procedures, and contribute to a safe environment for staff and participants.
- Liaise with the FCAC Facilities and Resources Manager to ensure FCAC OHS procedures are adhered to.

Key Selection Criteria:

- Strong social justice frameworks and alignment with FCAC's core values of Diversity, Access, Leadership, Sustainability and Innovation.
- Demonstrated experience and passion for producing and administering contemporary music projects
- Ability to collaborate within a team environment and build/maintain relationship with artists, music industry and event stakeholders.

Terms and Conditions:

- This position is offered is a fixed-term part-time position.
- The position is 2 days per week (.4 FTE) at \$58,000 per annum pro-rata plus 9.5% superannuation.
- Appointed for a fixed 12 month term. A three (3) month 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 key selection criteria (no more than 2 pages)
3. A CV

Complete applications should be addressed to Daniel Santangeli, Artistic Director and emailed to applications@footscrayarts.com

Applications close 5pm, Sun 18 July.

Further Information:

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

Daniel Santangeli

Artistic Director

03 9362 8888

applications@footscrayarts.com

About FCAC

Footscray Community Arts Centre (FCAC) specialises in listening, nurturing, creating and presenting contemporary arts in collaboration with its communities of focus; First Nations, culturally and linguistically diverse, LGBTQIA+, artists with a disability, and arts workers of Melbourne's west. As Australia's longest running community arts centre (45 years), FCAC has fostered generations of artists and cultural leaders; providing a culturally safe and creative place for diverse communities of Melbourne's west. FCAC is located in a region comprising six local government authorities, and a population representing 130 distinct ethnicities speaking over 150 languages.

FCAC's Programs

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 reimagined 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
- Women Art Politics e.g. year-long exhibitions and performances
- West Writers: literary residency program and partnerships e.g. Melbourne Writers Festival and Emerging Writers Festival

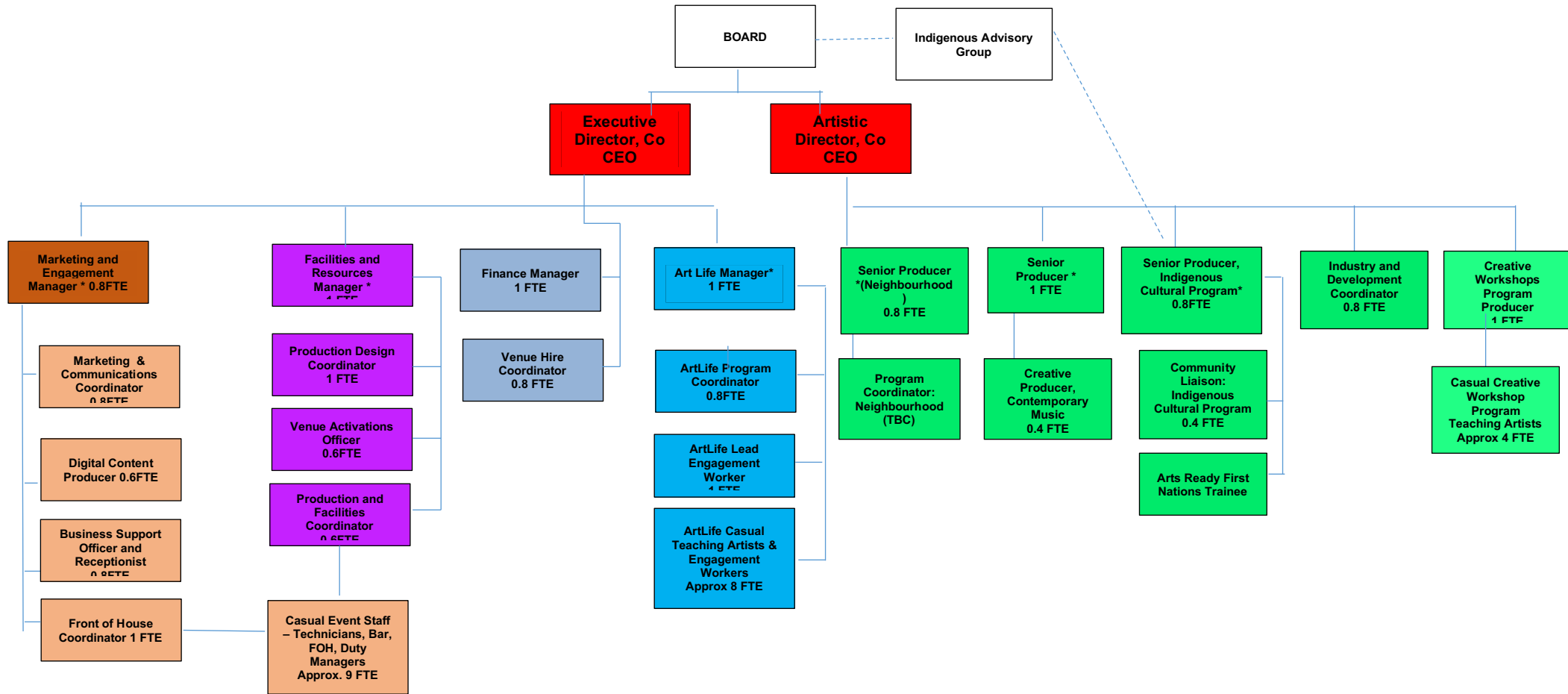
3. Arts Learning

Multidisciplinary artist-led workshops, 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 at 13 Jan 2021



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