

## Position Description

### Indigenous Cultural Program Manager: Full Time

Play a key role in strengthening and deepening Indigenous leadership at Footscray Community Arts.

You'll coordinate the Indigenous Advisor Group and Elders in Residence at an exciting time as we build a new outdoor performance space grounded in a First Nations First approach.

Support the growth of Indigenous artists through *Tarnuk-ut baany*, a personal and professional development program facilitating cultural knowledge exchange through creative mentorship, workshops and project seed funding.

<b>Title</b>	Indigenous Cultural Program Manager
<b>Reports To</b>	Artistic Director & Co-CEO
<b>Direct Reports</b>	None
<b>Key Relationships</b>	Elders in Residence & Indigenous Advisory Group Tarnuk-ut baany artists Construction partners Government and non-Government funding partners Artistic Program Partners Internal stakeholders and team members.
<b>Employment Basis</b>	Full Time 37.5 hours per week All staff work Thursdays to attend All-Staff meeting
<b>Employment Conditions</b>	Appointed for a fixed two-year term. A three-month probation period applies, subject to an employment contract, which sets out all terms and conditions of employment including remuneration and superannuation. Employment is subject to a National Police Check and Working with Children's Check.
<b>Salary</b>	\$75,000 per annum full-time + minimum superannuation contribution 11%
<b>Employment Benefits</b>	<ul style="list-style-type: none"> <li>• Access to culturally responsive Employee Assistance Program</li> <li>• Opportunities for professional development</li> <li>• Positive, socially engaged work culture</li> <li>• Flexible Working Arrangements including option to work some days from home</li> </ul>
<b>Location</b>	The position is based at Footscray Community Arts, 45 Moreland Street, Footscray (centrally located 10 minutes from Melbourne's CBD).
<b>How to apply</b>	Closing date: Sunday 8 Oct 2023. We cannot accept late applications. Send to: <a href="mailto:applications@footscrayarts.com">applications@footscrayarts.com</a> Must include: CV and a max 2-page cover letter that responds to the key selection criteria. You are welcome to submit this application as a video recording..
<b>Access</b>	If you have access requirements to support your application, please let us know. We will make reasonable adjustments to accommodate the needs of employees with disability.
<b>Who to talk to</b>	Name: Daniel Santangeli Role: Artistic Director & Co-CEO Email/ phone: <a href="mailto:daniel@footscrayarts.com">daniel@footscrayarts.com</a>   03 9362 8816

<p><b>Our Values</b></p>	<ul style="list-style-type: none"> <li>• <b>Cultural Agency:</b> Affirming and upholding equity in everything we do and representative of the communities we centre and prioritise.</li> <li>• <b>Next Practice:</b> Establishing sector-leading models for artistically ambitious community-led work, long-term business viability and environmentally sustainable practice.</li> <li>• <b>Access &amp; Inclusion:</b> Genuine accessibility and cultural safety are prioritised and embedded in every part of work.</li> </ul> <p>We strongly encourage applications from people who are First Nations, people of colour, people from diaspora communities, people who have lived experience of Disability, d/Deaf people, and people from the LGBTIQ+ community.</p> <p>We are dedicated to developing safe and flexible working environments for our team and are committed to a culture of continuous improvement, learning and unlearning.</p>
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We acknowledge that we are on the traditional lands of the 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.

## Position Description: Indigenous Cultural Program Manager

### Summary

This key leadership role will support Indigenous cultural practice at Footscray Community Arts – strengthening and deepening our First Nations First approach as a leading arts precinct grounded in community-engaged practice.

This role will be responsible for coordinating the Indigenous Advisory Group and Elders in Residence: a group of respected senior cultural practitioners who offer guidance and expertise encompassing curation, cultural protocol and organizational cultural competency. The Indigenous Advisory Group will further play a key role in providing guidance as we design and construct a new outdoor performance space due for completion in late 2025; and the Indigenous Cultural Program Manager will also be key in coordinating this group around this project.

The Indigenous Cultural Program Manager will be responsible for the delivery of Tarnuk-ut baany: taking its name from the BoonWurrung phrase ‘wooden vessels holding water’ – meaning an invitation to share food, sit around and tell stories. This program supports the growth of emerging and mid-career Indigenous artists through cultural knowledge exchange, creative mentorship, workshops and project seed funding.

As part of this role, you’ll have access to professional development opportunities to support your growth within the role and your future aspirations.

### Working Culture and Attributes for Success

We are looking for someone who is:

- **Enthusiastic about contemporary Indigenous arts practice:** Through your role, you’ll enable emerging and mid-career Indigenous artists to further their practice and develop new work in a culturally grounded learning environment.
- **Experienced in working in First Nations contexts:** You’ll bring a strength-based approach that prioritizes self-determination informed by a deep understanding of Indigenous community’s history, values and ways of working.
- **Committed to learning and listening:** This is reflected in how you work with the Indigenous Advisory Group and Elders as well as in the spaces you create for artists, staff and stakeholders.
- **Has a sophisticated level of professional judgement:** a considered leader, who is able to comprehend complex issues and navigate them with professionalism.
- **Organised & a proactive communicator:** You’ll be able to set-up and coordinate systems and communication processes that support culturally safe ways of working within your portfolio.

## Core Duties and Deliverables

Area	Description
<b>Indigenous Advisory Group and Elders in Residence: Coordination and Liaison</b>	<ul style="list-style-type: none"> <li>• Coordinate and attend regular Indigenous Advisory Group (IAG) meetings, including setting dates and sending invitations, and support the group by recording and distributing meeting minutes and related documentation.</li> <li>• Develop systems and frameworks that support the functioning of the IAG and Elders in Residence in line with the IAG Terms of Reference and Board Charter</li> <li>• Support Board, Co-CEOs, staff, artists and external stakeholders to interface with IAG as required across a range of projects</li> <li>• Provide support to Elders in Residence and IAG members when on site and at Footscray Community Arts events</li> <li>• From time to time, provide end-to-end coordination of special projects or initiatives that further the goals of the Indigenous Advisory Group</li> </ul>
<b>Indigenous Artist Development Program</b>	<ul style="list-style-type: none"> <li>• Responsible for developing and delivering an annual artist development program for approx 5 emerging and mid-career Indigenous artists including:               <ul style="list-style-type: none"> <li>○ designing program with guidance from IAG</li> <li>○ coordinating application and selection process</li> <li>○ coordinating mentorships</li> <li>○ coordinating workshops and arranging guest speakers</li> <li>○ liaising with participating artists, including executing MOUs, setting goals, regular check-ins, and establishing pathways out of program</li> <li>○ setting and managing project budget</li> <li>○ Liaise with Cultural Facilities Team to book casual event and Front of House crew as required and communicate venue requirements in a timely fashion</li> <li>○ Liaise with Marketing Team to promote the program at key milestone, providing information in line with marketing deadlines</li> </ul> </li> <li>• Manage and coordinate First Nations international exchanges as part of the Indigenous Artist Development Program</li> <li>• Research and apply for funding opportunities to support the future delivery of Indigenous artist development programs and the Indigenous Cultural Program.</li> <li>• Contribute to the maintenance of funding agreements, risk and asset registers, contracting systems, internal and external reporting requirements in association with the Indigenous Cultural Program.</li> <li>• Evaluate and report on program outcomes</li> </ul>
<b>Compliance and Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Contribute to a culturally safe culture through active participation and engagement in staff culture.</li> <li>• Contribute to internal incident reporting procedures, and contribute to a safe environment for staff and participants.</li> <li>• Escalate issues appropriately.</li> <li>• Adhere to all OH&amp;S, safety and work policies and procedures.</li> </ul>

# FOOTSCRAY COMMUNITY ARTS

## Selection Criteria

### Essential

- Strong social justice frameworks and alignment with our core values of Cultural Agency, Next Practice and Access & Inclusion
- Experience working in First Nations contexts
  - Demonstrated experience and passion for producing and administering artistic projects and outcomes from inception to acquittal.

### Recruitment Process

The recruitment process includes:

- One interview
- Interview panel consisting of management staff and an Indigenous Advisory Group member
- Reference checks

## Our Vision

Footscray Community Arts values all communities as makers of culture. As an arts precinct, and through development programs and presentations, we actively work to create a place that is vibrant, culturally safe and artistically ambitious.

This is led by communities whose cultural agency has not historically been seen, centred or prioritised by the creative industries. We platform and centre the voices and perspectives of these communities, generating social and cultural impact locally and globally. We do this work with and for communities, to support and sustain artistic relevance and to influence a shift in who art is for and why it is important.

## Who We Centre & Prioritise

We centre and prioritise artists and artworkers who are First Nations, people of colour, people from diaspora communities, people who have lived experience of Disability, d/Deaf people, and people from the LGBTIQA+ community.

We understand that many of the artists and artworkers we centre and prioritise may have multiple lived experiences that intersect. We prioritise genuine representation from these communities across all areas of our work - in our program, in our workforce and in our leadership. We also welcome allyship from artists and artworkers who do not have this lived experience, and we understand that active allyship is also a way to move towards affirming and upholding equity.

## Our Programs

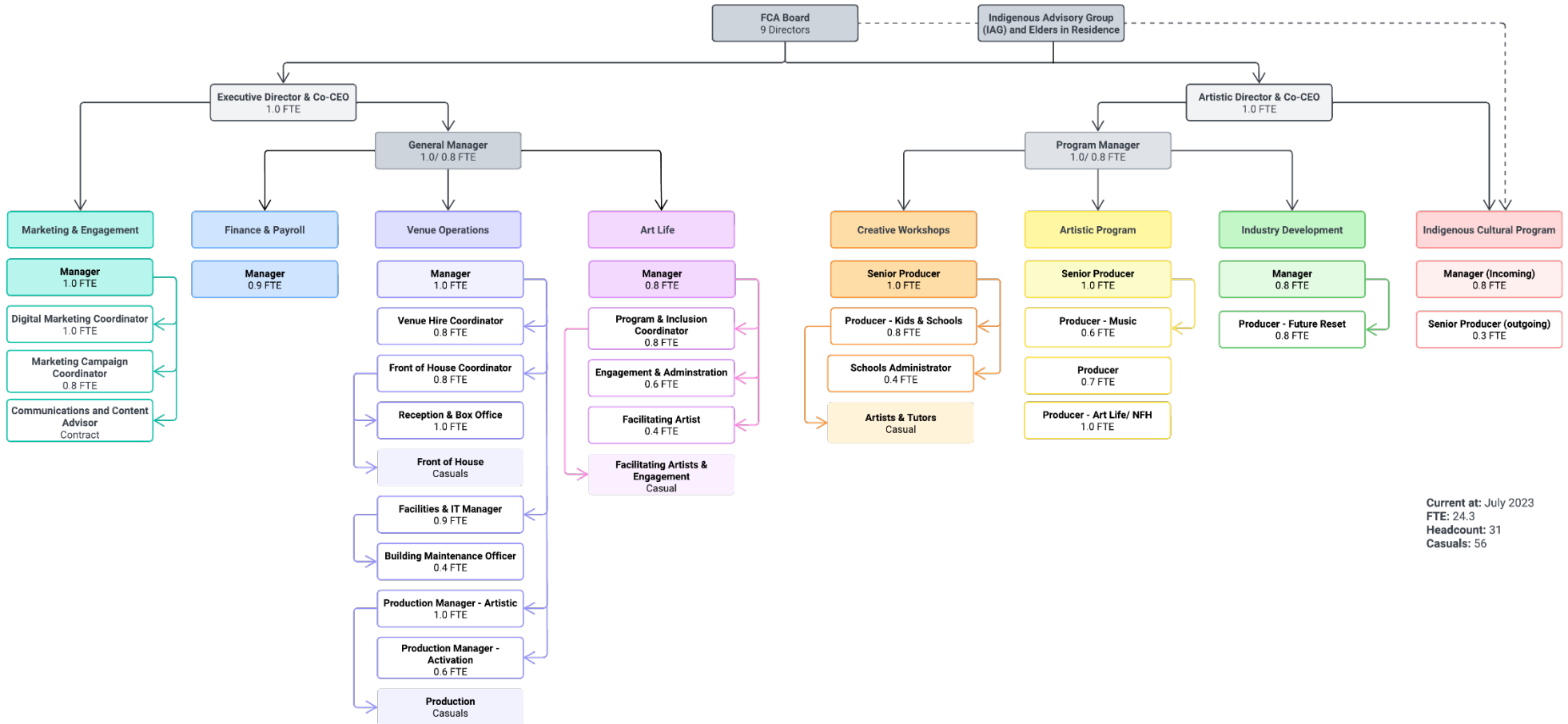
Our programs and initiatives are at the intersection of social justice and creativity. The way we work is built on models of community and cultural development practice, collaborative leadership and, always, with First Nations first. Our program is grounded in place, enabled by our unique precinct situated on the banks of the Maribyrnong River which includes performance spaces, galleries, artist studios, and tenanted spaces.

Read our [Annual Report](#) for more information about our programs.

Delivery Area	Description
<b>Major Projects and Commissions</b>	Artist-led ambitious projects of scale across visual art and live performance – these are pivotal moments to profile ideas, conversations, and ground-breaking artistic practice. Supported by our valuable partnerships, our Major Projects and Commissions generate visitation and audience growth.
<b>Artist and Industry Development</b>	<p>Our immersive artist and industry development programs respond to the needs of artists and communities. We provide studio space and support for creative development, facilitate conversations, and build capacity through workshops and mentorship. These impactful programs work with artists over long periods of time generating industry pathways and connections, with many of our Major Projects and Commissions starting their journey here. Through these programs we generate sector change by enhancing the visibility of the communities we centre, and promote equity and cultural safety in the Australian arts industry.</p> <p>This arm incorporates our long running NDIS-supported ArtLife program as well as bespoke one-off programs responsive to community needs. Footscray Community Arts also convenes Arts West, a growing advocacy body consisting of independent artists and organisations from Melbourne’s historically under-resourced Western suburbs.</p>
<b>Public Program</b>	Built on a belief that the arts should be for everyone, our public program of film, music and comedy invite audiences to engage with accessible, fun, challenging and exciting creative experiences. This year-round suite of presentation-based programs engage audiences of all ages and demographics functioning as an easy access point for new audiences while providing income to artists from our focus communities.
<b>International</b>	With a focus on international First Nations engagement and relationship-building across the Indo-Pacific, Footscray Community Arts has seeded meaningful partnerships with Indonesia, Singapore and Taiwan as well as with Japan’s Ainu community and Canadian First Nations artists. Through exchanges, residencies and presentations, our international program deepens intercultural dialogue and acknowledges our place in the region — orientating away from dominant Euro-centric perspectives in the Australian creative industries.
<b>Kids and Schools Program</b>	Connecting students and teachers with artists from our focus communities, to build the next generation of leaders, thinkers, creatives and arts audience members. While our profit-for-purpose Creative Workshop Program for kids provides hands-on arts experiences in a region with a rapidly growing family demographic.

# FOOTSCRAY COMMUNITY ARTS

## Our Team Structure



Current at: July 2023  
 FTE: 24.3  
 Headcount: 31  
 Casuals: 56