

## Position Description: Associate Producer (0.6 FTE) – Fixed Term

Be part of a place that provides exciting and impactful public opportunities for artists!

We are looking for a producer with a passion for supporting artists to take their art into community spaces. This role will coordinate development and delivery of public art projects with a strong focus on delivering the public art opportunities at the New Footscray Hospital. The ideal person will have experience with project management in the creative industry, with a passion for supporting artists from communities historically excluded from the arts industry.

Title	Associate Producer
Reports To	Exhibitions Producer
Direct Reports	N/A
Key Relationships	Internal: Program Team, Marketing Team, Venue Operations Team, ArtLife Team External: Artists, arts industry partners, Government and non-Government stakeholders, external service providers, stakeholders and communities in Melbourne's West.
Employment Basis	Part time – 0.6 FTE – 3 days per week (22.5 hours per week) Preferred days: Mondays & Thursdays (remaining day as negotiated)
Employment Conditions	Appointed for a fixed-term until 20 December 2025. A six (6) 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.
Salary	\$60,000 per year (\$36,000 pro rata at 0.6 FTE) + minimum superannuation contribution.
Employment Benefits	<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 work arrangements, including occasional remote work, spread of hours and workplace adjustments including for accessibility.</li> </ul>
Location	The position is based at Footscray Community Arts, 45 Moreland Street, Footscray (centrally located 10 minutes from Melbourne's CBD).
How to apply and closing date	Send applications by email to <a href="mailto:applications@footscrayarts.com">applications@footscrayarts.com</a> by <b>22 April 2024</b> . Applications must include your CV and cover letter that responds to the key selection criteria (maximum 2 pages of text) combined into one PDF OR provide a link to a video application (not more than 3 minutes in length). If you have access requirements to support your application, please let us know. We cannot accept late applications.
Who to talk to	Asha Bee Abraham, Artistic Program Manager <a href="mailto:asha@footscrayarts.com">asha@footscrayarts.com</a> / 03 9362 8804

Employment Values	The principles that guide our work are curation, custodianship, connectedness, and care. We actively champion cultural agency, inclusion, and access as we work towards establishing next practice ways of working. We strongly encourage applications by people from POC/culturally and linguistically diverse backgrounds, First Nations people, people with disabilities and people from LGBTQIA+ communities. We are dedicated to developing safe and flexible working environments for our team and are committed to a cultural of continuous improvement, learning and unlearning.
Acknowledgment of Country	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: Associate Producer

### Summary

This role's primary focus will be the coordination of Footscray Community Arts strategic offsite projects, such as the public art opportunities for the New Footscray Hospital. Reporting to the Exhibitions Producer, the Associate Producer will coordinate public art projects, including artist engagement, pre-production, delivery, public launch, and project wrap-up. The Producer will work closely with internal and external stakeholders.

This position offers a unique opportunity for professional development, with a focus on skill enhancement in public art.

The development and delivery of all offsite public art projects is underpinned and informed by Footscray Community Arts' Strategic Plan and the organisation's Community Arts and Cultural Development Methodology. Along with the whole artistic program, the offsite public arts program continues the legacy and success of Australia's longest running, internationally recognised, 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 is a part of the Programming Team and liaises between the Marketing Team (who promote and manage the brand), the Venue Operations Team (who deliver events and daily activations) and the artists and communities we centre and prioritise.

### Working Culture and Attributes for Success

We are looking for someone who is:

- **Passionate about creativity and social justice:** art can create transformative change for communities and artists historically marginalised from mainstream culture. Through your role, you'll liaise between artists, communities, stakeholders, and the broader organisation to utilise creativity for social good.
- **An intuitive and proactive communicator:** the success of this role is underpinned by proactive written and verbal communication. You will be direct, but generous and patient.
- **Has a sophisticated level of professional judgement:** a considered manager and leader, who is able to comprehend complex issues and navigate them with professionalism.
- **An efficient, organised, systems-based worker:** we are a busy place! To manage the systems that support the Program Team, you will be naturally organised and always be seeking ways to improve ways of working.

# FOOTSCRAY COMMUNITY ARTS

## Core Duties and Deliverables

Focus Area	Description
Operational Planning & Delivery	<ul style="list-style-type: none"> <li>Support implementation of Footscray Community Arts' Strategic Plan and Disability and Inclusion Action Plan as appropriate to scope of role and areas of responsibility.</li> <li>Proactively identify operational risks and escalate for collaborative solution finding.</li> </ul>
Producing and Project Management	<ul style="list-style-type: none"> <li>With support of the Exhibitions Producer, coordinate a relevant, dynamic and exciting offsite public arts program, with a focus on the art opportunities for the New Footscray Hospital, along with other artistic programming.</li> <li>Assist Exhibitions Producer with scoping and curating projects</li> <li>Ensure all projects are developed and delivered in line with our Strategic Plan and Cultural Development Methodology</li> <li>Ensure all projects model best-practice approaches to community engaged arts practice methodologies.</li> <li>Together with the Exhibitions Producer, prepare and administrate contracts and memorandum of understandings.</li> <li>Liaise with Venue Operations team to book casual event crew as required and communicate venue bookings and technical information to align with production timeframes.</li> <li>Liaise with the Marketing Team to coordinate marketing campaigns associated with projects.</li> <li>Liaise with artists and stakeholders to coordinate project requirements and timelines.</li> <li>Ensure all projects and activities are delivered within budget and on time.</li> <li>Plan, monitor and report on project budgets, providing regular and reliable internal reports with set monitoring processes in place.</li> <li>Ensure all project income and expenditure is coordinated in accordance with the organisations financial systems, processes and delegations.</li> </ul>
Compliance and Continuous Improvement	<ul style="list-style-type: none"> <li>Contribute to continuous improvement of procedures and workflows.</li> <li>Ensure understanding of and adherence to FCA's policies and procedures, including compliance with these policies.</li> <li>Contribute to a culturally safe workplace through active participation and engagement in staff culture.</li> <li>Contribute to internal incident reporting procedures and a safe environment for staff and participants.</li> <li>Escalate issues appropriately and seek support as required.</li> <li>Take personal responsibility for adherence to OH&amp;S, safety and work policies and procedures.</li> </ul>

# FOOTSCRAY COMMUNITY ARTS

## Selection Criteria

- Strong alignment with our core values of cultural agency, access, and inclusion with a view to creating a next practice environment.
- Demonstrated experience and passion for producing and administering visual arts or public arts projects.
- Good interpersonal and relationship skills that includes working collaboratively in a team environment and ability to negotiate and problem solve with external stakeholders.
- Proactive, efficient and organised working style.

## Recruitment Process

The recruitment process includes:

- One interview
- Reference checks

# FOOTSCRAY COMMUNITY ARTS

## About Us

Footscray Community Arts values all communities as makers of culture.

For 50 years, Footscray Community Arts has been recognised for exemplary practice in community arts and cultural development. Our year-round programs have fostered generations of contemporary arts practitioners. We are the largest arts employer in Melbourne's western suburbs – situated 6km west from Melbourne's CBD in a region comprising six local government areas with a population representing 130 distinct ethnicities speaking over 150 languages.

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

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, generating social and cultural impact locally and globally.

## Our Programs

Our programs and initiatives are long-term, high-impact and underpinned by our principles of curation, custodianship, connectedness and care. The way we work is built on models of community and cultural development practice, collaborative leadership and, always, with First Nations first.

Delivery Area	Description
Major Projects and Commissions	<ul style="list-style-type: none"><li>• These ambitious projects of scale profile artists from the communities we work with, generating visitation and audience growth.</li><li>• Artist-led and supported by our sophisticated infrastructure and valuable partnerships, these are pivotal moments to profile ideas, conversations, and ground-breaking artistic practice.</li></ul>
Artist and Industry Development	<ul style="list-style-type: none"><li>• 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.</li><li>• Through these programs we generate sector change by enhancing the visibility of our focus communities and promote equity and cultural safety in the Australian arts industry.</li></ul>
Public Program	<ul style="list-style-type: none"><li>• Built on a belief that the arts should be for everyone, these programs 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.</li></ul>
Schools Program	<ul style="list-style-type: none"><li>• The future is bright. Our schools program aims to connect students and teachers with artists, to build the next generation of leaders, thinkers, creatives and arts audience members.</li></ul>
Arts Operations	<ul style="list-style-type: none"><li>• Underpinning our program's success is our versatile arts precinct, sophisticated production capability, marketing skill and operational procedures.</li></ul>

