

## Position Description

### Production Coordinator - 0.8FTE, fixed 2 year contract.

Be a part of a place that values you and your capacity to make things happen.

The Production Coordinator is responsible for providing production coordination and administrative and operational support for the delivery of all FCA programs and activities. This role will work collaboratively with the Venue Operations and Programming teams to deliver excellent outcomes for artists, community, and other stakeholders.

Title	Production Coordinator
Reports To	Production Manager
Direct Reports	None
Key Relationships	Venue Operations team, Programming team, Artistic Program partners, hirers, artists and organisations, external service providers and other stakeholders.
Employment Basis	Part time – 4 days per week (0.8 FTE or 30 hours per week). Some after- hours work will be required to support major activations, and to ensure continuity of service. Footscray Community Arts utilizes a time in lieu policy.
Employment Conditions	Appointed for a fixed term of 2 years from commencement. 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 Check.
Salary	\$48,000 per annum (\$60,000 pro-rata at 0.8 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. <b>Note:</b> as this is an operational role, the majority of hours will be required to be worked onsite.</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>10 December 2023</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). We cannot accept late applications.
Access	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.
Who to talk to	Tanya McLaine - Venue Operations Manager Email   <a href="mailto:tanya.m@footscrayarts.com">tanya.m@footscrayarts.com</a> phone   9362 8811
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: Production Coordinator

### Summary

The Production Coordinator is a key role supporting the delivery of Footscray Community Arts artistic program and activities. This role ensures excellent outcomes by:

- Providing high-level administrative and operational support to the Production Manager and Venue Operations team.
- Balancing the needs of our programs and business while providing high quality experiences for artists through excellent project management skills.
- Facilitating positive relationships between FCA staff, artists, and external producers, with effective and proactive communication.
- Proactive planning and communication to the production team and FOH Coordinator to facilitate the smooth delivery of events.
- Constantly improving systems, processes, and templates to streamline event planning and delivery.
- Providing effective management of expenses and budget administration.
- They will be highly motivated to ensure production at FCA provides a high-quality experience for artists, communities and visitors.

### Working Culture and Attributes for Success

The Production Coordinator will be someone who is:

- **Has a sophisticated level of professional judgement when it comes to events:** You will understand what makes an event successful, including communication, planning, safety and managing expectations.
- **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 excellent administrative skills:** you are conscientious and adept at multi-tasking, with an eye for detail and great working knowledge of common software systems.
- **An efficient, organised, systems-based worker:** we are a busy place! To manage the systems that support the delivery of events and activations, you will be naturally organised and always be seeking ways to improve ways of working.
- **A collaborative team member:** you can work as part of a team in the sustainable delivery of quality art experiences, supporting members of the casual production team to do their best work.

People with a specialty in one or more of the following key areas of focus will be highly regarded:

- **Production and/or technical roles:** previous experience in working in a multi-use venue with a variety of public and program uses.
- **Stage management:** experience or relevant qualifications in providing administrative and operational support to deliver high quality events.

## Core Duties and Deliverables

Focus Area	Description
Operational Planning & Delivery	<ul style="list-style-type: none"> <li>Assist with the development and implementation of production and technical strategies, including research and reporting as required.</li> <li>Support the 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 to the Production Manager for collaborative solution finding.</li> </ul>
Production Coordination	<ul style="list-style-type: none"> <li>Develop and maintain production documentation, including schedules, activation sheets, risk assessments, and so on as required.</li> <li>With the Production Manager, apply for and administrate appropriate permits, licencing, and other compliance documentation.</li> <li>Attend production meetings as required and ensure accurate record-keeping including capturing changes, actions, and edits to schedules and other key documentation.</li> <li>Create and circulate documentation, including production plans, schedules, stage-plots and sitemaps, to all relevant stakeholders.</li> <li>Provide technical and production delivery support including crew management, bump-in and out, show calling, and other delivery and operational tasks as required.</li> <li>Attend production debriefs with internal staff and external producers where required.</li> <li>Track expenses and ensure excellent financial administration, reporting back to the Production Manager.</li> <li>Ensure excellent management of production documentation and administrative processes, including data entry and maintenance in key systems including venue management software.</li> <li>Quality check event briefs and activation sheets to ensure accurate information is provided to the casual production team.</li> </ul>
Administration and Reporting	<ul style="list-style-type: none"> <li>Develop templates and administrative systems to ensure efficient production and technical services.</li> <li>Prepare debrief reports and internal reporting.</li> <li>Maintain records and ensure accurate and timely reporting against compliance and other requirements.</li> <li>Keep an equipment log and assist with maintenance schedules and asset management.</li> <li>Contribute to robust administration of the Venue Operations team using key systems.</li> <li>Ensure sever files are kept up to date, relevant and tidy.</li> </ul>
Casual Team Coordination	<ul style="list-style-type: none"> <li>Monitor and maintain staff rosters, ensuring information is up to date and circulated appropriately within the team.</li> <li>Cultivate and contribute to a culturally safe and positive team culture by attending regular team meetings, contributing to team meeting agendas and managing issues as they arise in a constructive manner.</li> <li>Supervise the casual production and technical team, ensuring excellent delivery and escalating any issues to the Production Manager.</li> <li>Ensure timesheets and reports are completed accurately and in a timely manner.</li> <li>Maintain work instructions and templates, ensuring documentation is relevant, practical, and fit for purpose.</li> </ul>

Focus Area	Description
	<ul style="list-style-type: none"> <li>Facilitate and support student internships and placements when appropriate.</li> </ul>
Compliance and Continuous Improvement	<ul style="list-style-type: none"> <li>Facilitate continuous improvement of production and technical procedures and workflows.</li> <li>Ensure understanding of and adherence to FCA's policies and procedures, including ensuring hirers are compliant 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>

## Key Selection Criteria

### Essential

- Strong alignment with our core values of cultural agency, access, and inclusion with a view to creating a 'next practice' environment.
- Demonstrated production and technical experience, preferably in a multi-artform, venue context.
- Strong organisational and prioritisation skills, and ability to apply professional judgement when problem solving under pressure.
- Demonstrated experience in developing strong administrative systems to manage large volumes of information and projects at varying stages of completion, with clear and concise verbal and written communication skills.
- Strong interpersonal and relationship skills that collaborating with different teams to deliver events and successful outcomes.
- Experience using venue management software.

### Desirable

- Experience in administrative processes and systems, including use of Sharepoint/Teams and other Office365 applications to create excellent records and communication tools.
- Experience in using Priava for venue management and administration.

## 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 artswomen 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 LGBTIQ+ 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.

Read our Annual Report for more information about our programs.

Delivery Area	Description
Major Projects and Commissions	<ul style="list-style-type: none"> <li>• These ambitious projects of scale profile artists from our focus communities, 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>

