

## Position Description

### Creative Workshop Producer: Kids and Schools (full-time)

The Creative Workshop Producer is passionate about impactful art experiences for kids, the role creativity can play in education, and platforming artists from our communities of focus. We're looking for a proactive and organised coordinator who can implement and continuously improve a profit-for-purpose program.

<b>Title</b>	Creative Workshop Producer: Kids & Schools
<b>Reports To</b>	Senior Producer
<b>Direct Reports</b>	Casual Staff – artist facilitators
<b>Key Relationships</b>	INTERNAL: Programming Team, Cultural Facilities Team, Marketing and Engagement Team  EXTERNAL: Artistic Program Partners, Government and non-Government stakeholders, schools and education providers, artists, stakeholders and communities in Melbourne's west and representatives from relevant organisations
<b>Employment Basis</b>	Full time – 5 days per week (37.5 hours per week) Mon – Fri 9am – 5pm; Employee may elect to work on weekends as part of their regular hours.
<b>Employment Conditions</b>	Appointed for a two-year fixed-term. 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.
<b>Salary</b>	\$62,500 per annum + minimum superannuation contribution 10.5%
<b>Employment Benefits</b>	<ul style="list-style-type: none"> <li>• Access to Employee Assistance Program</li> <li>• Opportunities for professional development</li> <li>• Positive, socially engaged work culture</li> <li>• Flexible Working Arrangements including remote work (note: specify if the job is precinct based to avoid disappointment)</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). Flexible working arrangements are available.
<b>How to apply and closing date</b>	Applications must include your CV and cover letter that responds to the key selection criteria (maximum 2 pages of text). You are welcome to submit this application as 1 PDF or as a video recording by the closing date. If you have access requirements to support your application, please let us know. We cannot accept late applications.  Apply by midnight Sun 31 July 2022 here: <a href="https://www.tfaforms.com/4968342">https://www.tfaforms.com/4968342</a>
<b>Who to talk to</b>	Urvi Majumdar Senior Producer <a href="mailto:urvi@footscrayarts.com">urvi@footscrayarts.com</a> / 03 9362 8809
<b>Employment Values</b>	Our values are cultural rights, access, leadership, sustainability and creativity. We strive to contribute to an arts landscape underpinned by cultural equity, access and representation. 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.
<b>Acknowledgment of Country</b>	We acknowledge 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.

## Positions Description: Creative Workshops Producer: Kids and Schools

### Summary

The *Creative Workshops Producer: Kids and Schools* is responsible for designing and coordinating Footscray Community Arts' workshop series for young people, which encapsulates two streams of programming: our inspiring Creative Workshop Program for Kids as well as our new Schools' Program.

The Creative Workshop Program for Kids at Footscray Community Arts is a social enterprise that aims to deliver a vibrant year-long program of activity that develops audiences, is profitable, and creates employment opportunities for our communities of focus. The Creative Workshops Producer will also work alongside the Senior Producer to develop and deliver Footscray Community Arts' new schools Program which provides quality and curriculum-aligned arts learning experiences for students from Melbourne's Western suburbs.

### Working Culture and Attributes for Success

We're looking for someone who is:

- **Passionate about kids and creativity:** you'll have experience in developing creative programs for kids and families as well as have an understanding of school curriculum in Victoria.
- **Business savvy:** You'll bring an entrepreneurial spirit to the Creative Workshop Program for Kids – actively seeking opportunities to grow the for-purpose profit generated through this program
- **An intuitive and proactive communicator:** the success of this role is underpinned by proactive written and verbal communication – essential to good communication with artist facilitators, schools, funding stakeholders and internal departments.
- **An efficient, organised, systems-based worker:** to manage two program streams at various stages of development and implementation, you will naturally work in a systematic way.
- **Proactive about safety:** you'll put systems in place to ensure workshops are delivered safely and in accordance with Footscray Community Arts' Child Safety Policy.

### Core Duties and Deliverables

Area	Description
Producing and Project Management: Creative Workshop Program for Kids	<ul style="list-style-type: none"> <li>• Produce a financially sustainable quality, year-long public workshop program that maximises revenue for the centre and engages toddlers, kids and families.</li> <li>• Research, develop and curate new and innovative public workshop programs that set Footscray Community Arts up as a leading provider of kids, toddler and school holiday programming</li> <li>• Together with Marketing Team, utilise company database Salesforce to execute market analysis and campaigns.</li> <li>• Prepare and administrate contracts and memorandum of understandings with artists, and oversee HR requirements for casual workshop staff</li> <li>• Liaise with artists and stakeholders to collate program information to be used for associated marketing campaigns.</li> <li>• Liaise with the Marketing Team to develop marketing strategies to develop audiences and deliver on revenue targets for the program.</li> <li>• Provide "hands-on" event assistance to other technical staff and productions to support delivery of program deliverables.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with Footscray Community Arts' Front of House Coordinator to book casual event crew as required and communicate venue bookings in a timely fashion.</li> </ul>
Schools Program Delivery and Administration	<ul style="list-style-type: none"> <li>• Co-ordinate existing funding budget to deliver quality, curriculum-aligned excursions for schools in Melbourne's Western suburbs.</li> <li>• Develop resources and materials to support the delivery of a schools program, to increase engagement by local's schools access of a fee-for-service schools program.</li> <li>• Research and seek advice to inform the schools program and strategy, including intersections with curriculum to meet school needs.</li> <li>• Proactively develop and maintain relationships with local public and private schools to increase engagement and awareness of Footscray Community Arts.</li> <li>• Manage and administrate school bookings and excursions.</li> <li>• Assist with co-ordination and administration of Teacher Professional Development.</li> <li>• Contribute to marketing strategies and development of content to promote the new schools program at Footscray Community Arts</li> <li>• Liaise with and train teaching artists and supporting artists from Footscray Community Arts communities of focus.</li> <li>• Oversee continuous improvement of the Footscray Community Arts Schools Program.</li> <li>• Co-ordinate and provide hands-on support for school excursion set-up, delivery and feedback evaluation.</li> </ul>
Budget Management and Enterprise	<ul style="list-style-type: none"> <li>• Develop and report against an annual program budget, aligning with organisational financial revenue and profit targets.</li> <li>• Seek opportunities for discounts on production/ equipment and other fees by negotiating in-kind support from partners</li> <li>• Research, apply and acquit grants and sponsorships.</li> <li>• Proactively develop business relationships with local schools, businesses and organisations that align with Foots Community Arts' values to generate income for the program.</li> <li>• Assist in researching and securing funding to sustain the Schools' Program.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Act as an ambassador for Footscray Community Arts in the local community and develop a community of artists and community members that contribute to the artistic vibrancy of the public workshop program.</li> <li>• Contribute to the timely reporting of grant acquittals and other documentation to relevant stakeholders.</li> <li>• Identify, develop and maintain industry relationships with local and national arts organisations that align Footscray Community Arts.</li> <li>• Attend Footscray Community Arts associated productions and events and represent Footscray Community Arts at relevant events (includes some out of hours work).</li> </ul>
Compliance and Continuous Improvement	<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>

	<ul style="list-style-type: none"><li>• Ensure relevant policies and procedures are effectively implemented throughout program delivery.</li></ul>
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## **Selection Criteria**

### **Essential**

- Strong alignment with our core values of Cultural Rights, Access, Leadership, Sustainability and Innovation.
- Demonstrated experience and passion for producing and administering a year-long program for kids, families and/or schools from inception to acquittal.
- Demonstrated budget development and financial management skills and experience in business development and/or social enterprise.
- Demonstrated ability to work under pressure, problem solve, take initiative and negotiate.
- Good interpersonal and relationship skills that includes working collaboratively in a team environment and fostering a community of artists, arts workers and stakeholders from other industries.

### **Desirable**

- Experience working within the education sector and/or with school communities
- Open to working a Tuesday-Saturday week
- First Aid certificate.

## About Us

Footscray Community Arts is a nationally and internationally recognised arts precinct grounded in Melbourne’s West.

For almost 50 years, Footscray Community Arts 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+ and artists with disability.

We seamlessly combine our roles as a cultural destination, creative producer and industry development leader. We have fostered generations of artists and cultural leaders; providing a safe and creative place for diverse communities and a growing number of audiences. Footscray Community Arts carries rich cultural knowledge, ever strengthening ties with Indigenous voices through our longstanding Indigenous Advisory Group, and deep roots in activism for those who are underrepresented in mainstream culture. Our staff and board reflect who we work with, deploying best-practice methodologies in community arts and cultural development in local, national and international contemporary art contexts. We are the largest arts employer in Melbourne’s western suburbs – situated 6km west from Melbourne’s CBD in a region comprising of six local government authorities with a population representing 130 distinct ethnicities speaking over 150 languages.

Footscray Community Arts is a place for artistic vibrancy, new work, big ideas and important conversations led by our communities of focus.

## Our Programs

Our programs and initiatives are long-term, high-impact and underpinned by our strategic pillars. 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	Initiatives 2022 - 2025
<p><b>Major Projects and Commissions</b></p>	<p>These ambitious projects of scale profile artists from our communities of focus, generating visitation and audience growth.</p> <p>Artist-led and supported by our sophisticated infrastructure and valuable partnerships, these are pivotal moments to profile ideas, conversations and ground-breaking artistic practice.</p>	<ul style="list-style-type: none"> <li>• <b>NEIGHBOURHOOD (2022):</b> a new major 17 day arts triennial, presented across Melbourne’s West in partnership with The Substation.</li> <li>• <b>Exhibitions:</b> long-lead commissioned exhibitions platforming curators and artists, presented across our precinct’s three galleries and supported by public programs.</li> <li>• <b>Performance:</b> presentations, commissions and touring works by companies and independents whose work is a counter-force to the often-exclusionary nature of gentrification. Incomparable theatre and dance experiences for audiences by mid-career artists with presentation-ready, powerful work confident of box office success.</li> </ul>
<p><b>Artist and Industry Development</b></p>	<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-</p>	<ul style="list-style-type: none"> <li>• <b>RESIDENCE:</b> offering artists and collectives studio and rehearsal space to experiment, conduct research, and create innovative arts projects as part of our community.</li> <li>• <b>Flagship Industry Development Programs:</b> industry and peer led programs to support practitioners and industry</li> <li>• <b>ArtLife:</b> participant-led practice development for artists with disability including: <ul style="list-style-type: none"> <li>○ <b>Workshops:</b> studio practice and skills development across artforms</li> </ul> </li> </ul>

	<p>periods of time, generating industry pathways and connections.</p> <p>Through these programs we generate sector change by enhancing the visibility of our communities of focus and promote equity and cultural safety in the Australian arts industry.</p>	<ul style="list-style-type: none"> <li>○ <b>Residency:</b> ambitious new works and commissions</li> <li>○ <b>Mentorship:</b> facilitated one-on-one advice and guidance by industry</li> <li>● <b>Axis:</b> hands-on skill development for women, non-binary and gender non-conforming event technicians</li> <li>● <b>Strategic Industry Development:</b> <ul style="list-style-type: none"> <li>○ <b>脚踏工房 (Ji zhā Atelier):</b> Partnership with Melbourne Fringe and Curatorial Collective supporting Chinese speaking artists</li> <li>○ <b>Tilde:</b> mentoring and skills development to support emerging trans and gender diverse producers deliver Australia's 'only Trans and Gender Diverse Film Festival'</li> </ul> </li> <li>● <b>International exchange residency and presentations</b></li> <li>● <b>Arts West Alliance:</b> Footscray Community Arts convenes the leading advocacy body consisting of 90+ independent artists and seven art organisations from the western suburbs</li> </ul>
<p><b>Public Program</b></p>	<p>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.</p>	<ul style="list-style-type: none"> <li>● <b>Creative Workshops:</b> revitalized profit-for-purpose program focusing on kids, families and adults seeking hands-on arts experiences</li> <li>● <b>Live Music:</b> building local audiences by profiling new music by focus communities, repositioning the West as a vibrant music neighbourhood.</li> <li>● <b>Comedy:</b> quarterly comedy series curated in partnership with the funniest comedians from our focus communities</li> <li>● <b>Public Art:</b> visual and participatory art experiences maximising the precinct's unique outdoor area</li> <li>● <b>Venue hire:</b> profit-for-purpose stream, providing outstanding venue hire experiences for artistic and community events</li> </ul>
<p><b>Schools Program</b></p>	<p>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.</p>	<ul style="list-style-type: none"> <li>● <b>Incursions and excursions</b> that connect to our artistic program and are aligned to both F-10 VELS and ACARA curriculum.</li> <li>● <b>Capacity building for teachers</b> to provide them with the tools to connect curriculum to Footscray Community Arts' year-round programs</li> </ul>
<p><b>Arts Operations</b></p>	<p>Underpinning our program's success is our versatile arts precinct, sophisticated production capability, marketing skill and operational procedures.</p>	<ul style="list-style-type: none"> <li>● <b>Visitor Experience:</b> Our values are lived-and-breathed through Front of House and Reception</li> <li>● <b>Interns and Work Experience:</b> Including a Victoria University partnership to upskill the next generation of arts workers</li> <li>● <b>Tenants:</b> Value-aligned long-term tenants contributing to the vibrant ecology of the precinct and providing key profit-for-purpose income to the centre</li> <li>● <b>Venue hire:</b> Commercial venue hire</li> <li>● <b>Art Collection:</b> Growing catalogue of works acquired from our programs, valued over \$40,000</li> <li>● <b>Partnerships, funders and donors:</b> Cherishing relationships that allow the broader Footscray Community Arts family to deliver on our mission</li> </ul>

**Our Team Structure**

