

JOB AND PERSON SPECIFICATION

Title of Position:	Creative Producer, Youth
Remuneration:	AS0 5
Type of Appointment:	Full Time Contract
Term of contract:	Fixed Term 36 months 3 month probationary period
Line Management:	Senior Manager Arts Programs, Carclew Creative Programs Manager, Country Arts SA

Job and Person Specification Approval



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Chief Executive
Carclew Inc.

14/ 08 /2017

ORGANISATION SUMMARY

Carclew's vision is: A CREATIVE STATE and its mission to ignite the arts and kick start careers for young South Australians. We believe children and young people are, innately, analysts, commentators, problem solvers, collaborators, and critical thinkers who bring curiosity and imagination to their art making.

Goal #1 Leadership

Anticipate and create the future as a benchmark organisation

Goal #2 Artistic Vibrancy

Be ambitious, relevant and responsive

Goal #3 Presence

Be recognised as an important and integral part of SA cultural life

Goal #4 Accountability

Ensure strong governance, sound finances and great people

All Carclew staff are subject to the Carclew Employment Clearance for Working with Children Policy as a condition of employment. All Carclew staff must comply with organisational policies and procedures.

POSTION SPECIFICATION

1. Summary of the position

The Creative Producer position is funded through a partnership between Carclew and Country Arts SA.

The Creative Producer will be based in regional South Australia.

The purpose of the role is to develop and deliver a creative program that connects youth statewide in line with Carclew's *Directions 2016-20* and Country Arts SA's *Strategic Plan 2016-2020*.

The Creative Producer must be self-motivated, demonstrate initiative, have the ability to work independently and within a team environment and must be self-determining in developing and maintaining work plans that meet the requirements of both partner organisations.

All Carclew staff undertake internal and external mentoring.

2. Reporting/Working Relationships

- Report jointly to the Carclew Senior Manager, Arts Program and the Country Arts SA Manager, Creative Programs.
- Regular liaison and information sharing with communities, program partners and their regional staff, local media, funding agencies and other organisations to promote community initiatives and Carclew and Country Arts SA programs.
- Work closely with Carclew and Country Arts SA staff to ensure program outcomes are maximised statewide.
- Build working relationships with young people, community groups, local artists, local government and businesses.
- Develop and maintain strong and effective state and national youth arts networks.
- Contribute to positive team culture and collaboration within and across both organisational teams.

3. Key accountability and functions

- Design, develop and implement youth arts and cultural activities, events, workshops and/or programs designed to support outcomes in consultation with program partners.
- Create opportunities for ongoing engagement that draws the support of the community as stakeholders.

- Act as a resource, leader and adviser to young people, artists and communities to enable them to develop their artistic and community development vision.
- Develop Local and national networks and collaborate with groups and organisations to facilitate well-planned, strategically focused, arts and community cultural development opportunities for young people, communities and artists.
- Monitor programs, ensuring their effectiveness in artistic, community cultural development, and financial terms.
- Monitor and report on progress of projects and recognise barriers and risks, and find effective solutions.
- Manage project and sector stakeholder relationships and expectations.
- Seek grant funding to develop new creative projects and prepare reports and acquittals.
- Ensure projects are delivered on time, to budget and with quality results.
- Provide advice and implement policies which promote social equity and inclusion.
- Keep accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintain a commitment to the *Public Sector Act 2009*, Ethical Conduct and the legislative requirements of the *Public Sector Act 2009* and *Return to Work Act 2014*.
- Support and advocate Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.
- Employment is subject to a satisfactory DCSI Screening and Background Check, including a 'Child Related Employment' screening. (ref Carclew policy: Employment Clearance for Working With Children)

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

- Previous experience in a similar role encompassing project development, delivery, coordination and evaluation
- Experience working within the community sector or youth arts sector
- Experience in community consultation, working with groups, developing networks, supervising volunteers, and managing projects
- Demonstrated ability to consult with young people and facilitate their ideas to come to fruition
- Demonstrated ability to listen and respond effectively to community needs and aspirations
- An ability to plan, organise and carry out activities effectively
- Demonstrated creativity and versatility and drive to enable the ideas of others.
- A strong interest to work in youth arts in regional South Australia

- Knowledge of the arts and youth sector in South Australia and an understanding of current issues affecting regional communities
- High level of communication skills, both verbal and written
- Highly developed interpersonal skills
- Excellent time and project management skills
- An ability to work independently, with initiative and self-motivation
- An ability to work effectively as part of a team
- Experience in project budget development and management
- Administrative skills, including intermediate to advanced skills in Microsoft Office suite and an understanding of financial management practices and administrative policies

DESIRABLE KNOWLEDGE / EXPERIENCE

- Knowledge of the national youth arts sector

SPECIAL CONDITIONS

- Intrastate travel required and occasional interstate travel may be required
- Regular out of hours work may be required
- Possession of current drivers licence
- Overtime is not applicable however time off in lieu can be accrued (up to 10 hours) over a four week period and must be taken within the next four week period
- The position Creative Producer – Youth is funded through a partnership between Carclew and Country Arts SA.

