

## JOB AND PERSON SPECIFICATION

Title of Position:	Producer
Remuneration:	ASO 5
Type of Appointment:	Full Time Contract (37.5 hours per week)
Term of contract:	Fixed Term 2 Years
Line Management:	Senior Manager, Arts Programs

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## Job and Person Specification Approval

*Mimi Crowe*

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Chief Executive

Carclew Inc.

## About Us

Carclew is the home of youth arts and creativity. It connects all children and young people to a world of creative possibilities, as artists, learners and audiences. As Australia's largest multi-artform cultural institution dedicated to children and young people, Carclew is a vital part of Australia's youth arts and arts sector.

We are at a time of unprecedented growth. Driven by our core value to have the greatest impact on the greatest number, we have an ambitious path to amplify and elevate the youth arts sector in Adelaide, South Australia and nationally.

Carclew is both an Incorporated Association and Public Authority within the Department for Education.

First Nations voices and values are at the centre of all Carclew does. Through our commitment to First Nations children, artists and communities, we aim to ensure a safe space to learn and educate, inspire awareness and respect, and help to develop the cultural leaders of tomorrow. **Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**



## About the role

The Producer is responsible for curating, developing and delivering an annual program of events, workshops, experiences and projects that activate and enliven the house. This is a new role dedicated to increasing Carclew's engagement with children and young people at our home in North Adelaide.

The Producer will report to the Senior Manager, Arts Programs and work closely with Senior Manager, Marketing and Development and Senior Manager, Finance and Operations to explore and establish partnerships, funding and other resources to support projects and strategic development. The Events Coordinator and Exhibitions Assistant report to this role.

The Producer provides research and evaluation to support development of evidence-based reports and documentation, which contributes to shaping the future of the youth arts sector whilst amplifying and elevating the impact arts and creativity has on children and young people.

This is a public sector position offered at an ASO5 for an initial 2-year contract.

## About You

We are looking for an energetic, professional, driven creative leader who is connected to youth arts organisations and practicing artists working with young people. The successful applicant will create partnerships with ease. With a 50-year history, we know experiences with Carclew are formative. We are looking for a curator of memories. For someone passionate about children's engagement with art and creativity. Someone who is a knowledgeable guide for teens developing their future pathways. Someone who is a mentor and supports early career artists and creatives in all fields as they move beyond Carclew's walls.

## Work Level Definition - Work Level 5 (ASO5)

Work Level Definitions Duties at the fifth level demand demonstrated experience and competence in the appropriate discipline(s). Important features will include the level of responsibility for decision-making; the exercise of judgement and delegated authority; the provision of expert advice, consultation and assistance relevant to the discipline(s) involved.

Duties will work under limited direction and be identified by the impact on the activities undertaken. This may include outcomes achieved by the agency, or the functions and/or activities undertaken by other agencies and/or the impact on sections of the community served by the agency.



## Key accountability and functions

- Manage and deliver an annual program of events at Carclew to deliver on the strategic vision and business plan.
- Lead project partner relationships, collaborations and development.
- Coordinate and liaise with marketing on the accurate and timely finalization of artist marketing information, image collection and approvals, contracts, insurance and other resource requirements.
- Budget preparation, forecasting, monitoring and reporting.
- Staff recruitment and supervision, including regular performance reviews
- Ensure appropriate acquittal of all project funding and all reporting requirements are met.
- Represent the organisation and contribute to marketing and fundraising planning.
- Explore and establish partnerships, funding and other resources in line with the organisation's strategic vision.
- Ensure ongoing data capture and acquittal KPIs are met in program delivery.
- Contribute to a safe working environment free from discrimination, including overseeing risk assessment and compliance with WHS and Child Safe Environment policies in project delivery.
- Other duties as required.

## Position Outcomes

- A full calendar of events is well planned and executed annually, meeting all outlined KPIs.
- Positive relationships with key stakeholders, artists and audiences are maintained and supported.
- Transparent and inclusive programming in line with Carclew's Strategic Vision.
- Leadership of a positive work environment and a productive, collaborative team.
- Effective collaboration and contribution to managers' and senior managers' teams.



## PERSON SPECIFICATION

### ESSENTIAL

#### Knowledge/Skills/Abilities/Personal Attributes

- Tertiary qualifications in arts management, arts practice, event management or a related discipline and/or relevant industry experience.
- Knowledge of national and international trends in the arts, specifically youth arts.
- Ability to liaise and negotiate with a range of staff, partners and the general public.
- Experience in consultation with stakeholders which is professional, authentic and genuine.
- Extensive experience in arts management and delivery of a broad cross-section of arts activity.
- Excellent negotiation skills and extensive experience in negotiating fees and contractual arrangements.
- Strong financial skills and extensive experience in negotiating fees and contractual arrangements.
- Experience in supervising and working with multi-disciplinary groups.
- Commitment to working directly with children and young people in program development and delivery.
- Excellent planning, research, analysis, evaluation and reporting skills.
- Budget development and management skills, including experience with funding submissions, reports, evaluations and acquittals.
- Experience identifying and preparing successful funding submissions, reports and acquittals.
- A collaborative and flexible approach to problem solving and information sharing.
- Clear and effective verbal and written communication.
- Must possess drive, enthusiasm, initiative, accountability and creativity.
- The appointee will be required to have a relevant Working with Children Check and RRHAN-EC Certification.

### DESIRABLE

- Previous experience working within an arts or cultural discipline.
- An understanding of issues impacting young people.
- Experience with diverse communities and seldom heard voices.
- Experience with regional South Australian artists and communities.
- Knowledge of the local, state and national First Nations Arts Sector, artists and communities.
- Experience in preparing content for publications and website.
- Current First Aid Certificate.
- Driver's License (highly desirable).

### SPECIAL CONDITIONS

- Some out of hours work is required.
- Occasional regional and interstate travel may be required.

