

JOB AND PERSON SPECIFICATION

Title of Position:	Head of Programming
Remuneration:	ASO 8
Type of Appointment:	Full Time Contract (37.5 hours per week)
Term of contract:	Fixed Term 2 Years
Line Management:	Chief Executive

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 staff are holders of an important 50-year legacy in South Australia and at a point of renewal and revitalisation. We are looking for team members committed to seeing Carclew deliver impact and opportunity for children and young people for the next half-century.

Carclew is a not-for-profit organisation incorporated under the *Associations Incorporation Act 1985*. Carclew is also Public Authority under the Department for Education and has a role in dispersing State government funds through Carclew grant programs. The Minister appoints the Chair of the Board and each of the Board members.

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.



About the role

As the As the Head of Programming at Carclew, you will play a vital role in shaping the organisation's artistic landscape and impacting the lives of children and young people through creativity.

Leading a team of dedicated professionals, you will oversee the development, implementation, budgeting, and evaluation of our arts programs, ensuring they align with our strategic objectives and mission to connect all children and young people to the world of creative possibilities as artists, learners and audiences.

Your vision, experience, and commitment to innovation will drive the success of our programs, fostering a culture of inclusion, collaboration, innovation and artistic excellence. This role offers a unique opportunity to make a meaningful difference in the lives of children and young people, shaping the future of the arts and cultural sector.

About You

You are a dynamic and visionary creative leader with a passion for the arts and a deep commitment to empowering children and young people. With a background in arts, arts management, producing or a related discipline, you bring a wealth of experience in program development, stakeholder engagement, and innovation.

Your strategic mindset, coupled with your ability to inspire and motivate teams, enables you to drive innovation and deliver impactful programs that resonate with diverse audiences. You are adept at building and maintaining relationships with key stakeholders, from funding bodies to community partners, and you thrive in a fast-paced, collaborative environment.

Your creative flair, coupled with your strong analytical skills, allows you to navigate complex challenges and seize opportunities for growth and impact. If you are passionate about youth arts, we invite you to join us at Carclew.

Work Level Definition - Work Level 8 (ASO8)

Work Level Definitions Duties at this level are responsible for a major program or programs which are at the state-wide level or which are of critical importance to the agency operating within broad policy guidelines.

There is a demand for very high levels of discipline expertise and experience combining elements of planning, organising, directing and evaluating to determine goals and priorities within the framework of the corporate objectives of the agency or of other agencies. This level requires a capacity for original thinking, creativity, the exercise of significant levels of independent judgement, and the exercise of delegated authority as required.



Key accountability and functions

Reporting to the Chief Executive, the Head of Programming alongside the General Manager is the Leadership Team at Carclew. The role is responsible for the creation, development and delivery of all creative programming. This is primarily focussed on regular, meaningful programming at Carclew house. It also includes responsibility for our partnership programs and outreach including Pom Pom, Stagesparks and Gig Rig. This role creates new partnerships and ensures meaningful reporting on all programs delivered through Carclew.

The Head of Programming is responsible for:

- Leading and supervising the Programs, Schools and First Nations teams, ensuring innovative, efficient and effective delivery of programs.
- Leading the development, implementation, and evaluation of annual creative programs.
- Initiate and manage the creation and execution of new projects to foster innovation and meet organisational goals.
- Managing budgets, forecasting, monitoring, and reporting, ensuring financial sustainability.
- Cultivating and maintaining partnerships, collaborations, and stakeholder relationships.
- Ensuring compliance with funding requirements and timely reporting.
- Managing leadership HR responsibilities and risk assessment and ensure Workplace Health and Safety (WHS) compliance.
- Contributing to marketing and fundraising initiatives to support program sustainability.
- Fostering a safe, inclusive, and collaborative work environment.
- Contributing to long-term strategic planning in collaboration with the Leadership Team and Board.
- Representing the organisation effectively in external forums and engagements.
- Undertaking other duties as required to support organisational objectives.

Reporting/Working Relationships

The Head of Programming reports to the Chief Executive.

The position provides line management of the Manager, Schools, Manager First Nations Programs, Manager Communities and Producer roles. A total of 11 FTE as well as contractors, casuals and consultants.

Head of Programming supports the wider organisation in partnership with the General Manager through leading a dynamic, innovative and sustainable creative program. This includes identifying, driving and acquitting applications for funding.

Key accountability and functions

Contribute to the effective and efficient operation of Carclew through:

- Leading a dynamic, innovative creative program for children and young people.
- Managing positive stakeholder relationships in alignment with organisational objectives.
- Transparent and inclusive programming reflecting Carclew's strategic vision.
- Active contribution to organisational leadership and strategic direction.



- Motivating and leading the program teams to achieve expected performance and behavioural standards and ensure a positive team and workplace culture through coaching, development and alignment with company values.
- Monitoring the programs budget to the Chief Executive and Board.
- Managing the review and analysis of current systems and internal controls to ensure ongoing compliance and continuous improvement.
- Preparation of fundraising requests including, but not limited to grants, foundations and trusts, corporate investment and external providers, including acquittals to state and federal funding bodies.
- Meeting all legal and compliance obligations for programs and events including reporting obligations as an agency of the public sector.
- Co-lead the creation of a theory of change and impact model to embed data and qualitative evaluation in Carclew's operations.
- Deep investment, time and commitment to Carclew's First Nations programming and staff.
- Other duties as required.

Ensure the house is activated with programming and filled with children and young people.

- Develop and execute engaging and diverse programming initiatives tailored to children and young people, ensuring Carclew House is a vibrant hub of creative activity.
- Under our guiding principles to amplify and elevate, collaborate with community partners, schools, and youth arts organisations to promote Carclew House as a welcoming and inclusive space for young audiences.
- Work with marketing to implement targeted outreach strategies to attract children and young people to participate in Carclew House programs, events, and workshops.

Ensure the effective and professional management of programming human resources and administrative responsibilities, including:

- Effective management of the recruitment process to ensure Carclew is best positioned to attract and secure the best talent for the organisation.
- Ensure all employment practices comply with national and state regulations, including Carclew's responsibilities as an agency of the public sector.
- Overseeing review and development of workplace policy and procedures, ensuring compliance with employment-related legislative requirements and implementation of government policies.
- Human resources records management.

Overseeing effective WHS practices, including:

- Ensure all Working with Children and other training requirement compliance is in place, tracked and pro-actively maintained for all staff, contractors and casuals working in the programming team.



- Ensure effective risk management practices are in place and staff report all health and safety risks, accidents, incidents, injuries, property damage and near misses in the workplace for WorkCover and other insurances.



PERSON SPECIFICATION

ESSENTIAL

- Tertiary qualifications in arts management, arts practice, or related discipline, coupled with relevant industry experience.
- In-depth understanding of national and international trends in youth arts.
- Experience working with Aboriginal and Torres Strait Islander arts, artists and communities.
- Exceptional communication, negotiation, and interpersonal skills.
- Demonstrated experience in arts management and program delivery.
- Strong financial acumen and ability to establish and maintain robust business systems.
- Experience in supervising and collaborating with diverse teams.
- Commitment to child and youth development through creative programs.
- Proficiency in strategic planning, research, analysis, and reporting.
- Proven track record in budget development, management, and funding acquittals.
- Drive, enthusiasm, professionalism, and creativity in problem-solving and program development.
- Passion for working with and advocating for children and young people in the arts.
- An understanding of Work Health and Safety, public sector employment working with children and basic employment related legislation.

DESIRABLE

- Experience in early career development and/or training initiatives.
- Knowledge of the education sector and its relationship to arts programming.
- Awareness of remote, regional and metropolitan South Australia's cultural landscape.
- Current First Aid Certificate.

SPECIAL CONDITIONS

- The appointee will be required to have a relevant Working with Children Check and RRHAN-EC Certification prior to starting the role.
- Some out of hours work is required.
- Driver's License.

