

## JOB AND PERSON SPECIFICATION

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|----------------------|--|
| Title of Position:   | Assistant Producer   |
| Remuneration:        | ASO 3  |
| Type of Appointment: | Full Time Contract (37.5 hours per week), or<br>Permanent Part Time by negotiation |
| Term of contract:    | Fixed Term 2 Years   |
| Line Management:     | Producer, House Programming  |

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## Job and Person Specification Approval

*Mimi Crowe*

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Chief Executive  
Carclew Inc.

## ABOUT US

Carclew is Australia's largest multi-artform cultural institution dedicated to children and young people. The heart of Carclew is our historic house in North Adelaide, which the government of South Australia gifted in 1971 as a promise that all children and young people have access to art, culture, and creativity.

We believe in the power of children and young people as creators, innovators, and world shapers. Through participation in the arts, we inspire and nurture creativity and agency in children and encourage boldness and innovation as they grow.

Carclew exists to elevate the youth arts sector, amplify children's voices and provide opportunities for safe creative expression, access to audience experiences and career development pathways.

### Vision

To be the home of youth arts and creativity.

### Mission

To connect all children and young people to the world of creative possibilities as artists, learners, and audiences.

### Core Purpose

To have the greatest impact for the greatest number.



## **1. Summary of the position**

The Assistant Producer, House Programming, works collaboratively across Carclew to deliver arts projects, events, and functions, which meet organisational purpose and strategic objectives. The Assistant Producer, House Programming contributes to project planning and implementation and undertakes logistic coordination of events, functions, and projects. The Assistant Producer provides support and oversight throughout event delivery with reference to project leads and agreed lines of authority.

## **2. Work Level Definition - WORK LEVEL 3 (ASO3)**

Work at the third level requires previous experience and particular knowledge or skills to undertake work, which either requires responsibility for a range of functions or else requires interpretation and detailed knowledge of standard procedures and practices; or a combination of both. Duties are required to contribute expertise to resolve issues within a day-to-day environment for which there may not be clearly established procedures. General features of duties at this level indicate the use of knowledge, judgement and work organisation skills acquired through previous employment or through post-secondary education. Duties may involve a range of work functions or contribute to interpretation and administration of matters for which there are clearly established practices or procedures

## **3. Reporting/Working Relationships**

The Assistant Producer, House Programming, reports to the Producer, House Programming, and works closely with all Arts Program, Marketing and Administration staff.

## **4. Key accountability and functions**

### **4.1 Project Delivery**

- Contribute to the development of project plans for House Programming, including roles and responsibilities and risk assessment
- Ensure relevant systems and processes are adhered to for the delivery of House Programming
- Liaise with Project Leads, Marketing and Development staff as well as any casual or volunteer staff
- Coordinate communication protocols with stakeholders, artists, suppliers and customers
- Contribute to consultation processes which reflect the ethos of the organisation
- Assist with project evaluation
- Liaise with external service providers
- Contribute to the servicing of program delivery partnerships
- Ensure all events and activities are delivered in a safe and efficient manner in line with Carclew's policies and procedures
- Other duties as required

### **4.2 Finance and Administration**

- Contribute to the development of budgets and ensure House Programming

activity is delivered within budget

- Coordinate the engagement of contractors, artists, suppliers and volunteers as required for event delivery with support from the Producer, Marketing & Development and Project Leads
- Contribute to project acquittals, data collection and management, and contribute to internal and external reporting

**PERSON SPECIFICATION**

**ESSENTIAL**

Knowledge/Skills/Abilities/Personal Attributes

- Experience in event planning and delivery
- Ability to liaise and negotiate with a range of staff, partners, volunteers and the general public.
- Well-developed organisation and planning skills including excellent attention to detail
- Experience in consultation with stakeholders in a way that is collaborative and respectful
- Commitment to working directly with children and young people in program development
- Ability to work unsupervised
- Ability to work with sensitive situations and exercise discretion with confidential information
- Clear and effective verbal and written communication
- Must possess drive, enthusiasm, persistence, and creativity.
- The appointee will be required provide Relevant Screening Certificates for working with children

**DESIRABLE**

- Experience working with technical equipment

**SPECIAL CONDITIONS**

- Some out of hours work is required
- Regional travel within South Australia
- 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
- Driver's Licence essential

Acknowledged by Incumbent \_\_\_\_\_ Date \_\_\_\_\_

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