



# SENIOR PRODUCER, CREATIVE LEARNING

## Position Description

### The Business Unit

The Arts Centre Melbourne Programming Unit sits within the Performing Arts pillar and is responsible for delivering:

- A breadth and range of presentations at Arts Centre Melbourne’s own risk that meet the organisation’s curatorial framework and complement the provision by Resident Companies and external presenters;
- A number of events that contribute to the overall venue utilisation targets at Arts Centre Melbourne; and
- A program of learning, education, participatory, accessible, community and public programs that meet the organisation’s public purpose obligations.

The business unit is comprised of program management, artform programming, education, coordinating, and producing team members.

### The Role

The primary purpose of this role is to be a creative leader within Arts Centre Melbourne, overseeing and managing Arts Centre Melbourne’s creative learning offer, including a schools engagement program, an emerging artists program and lifelong/general public learning programs. This will be in collaboration and coordination with ACM Presents, Collections, Resident Companies, and key venue hirers to develop a holistic, inspiring and industry-leading education and engagement program, while assisting in the development of a cohesive and coherent Creative Learning strategy for Arts Centre Melbourne.

Type	Full Time
Reports to	Head of Creative Engagement
Direct Reports	Creative Producers, Creative Learning; Schools Engagement Manager, Channel Venue and Program Manager.
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 5.1
Key Relationships	<p><i>Internal:</i> Commercial and Contemporary programs, Schools Engagement, Presenter Services, Facilities, Marketing, Strategic Communications, Ticketing, Visitor Experience, Philanthropy, External Engagement, Collections and Production teams.</p> <p><i>External:</i> Creative personnel, artists, agents, promoters, producers, presenters and other performing arts centres, key contacts and stakeholders from industry bodies, funding partners, government, cultural and community organisations, the education sector (primary, secondary and tertiary), the wider arts sector, Resident Companies and other hirers, precinct neighbours</p>
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	<p>SGA Employee under the ACM Enterprise Agreement 2018</p> <p>Satisfactory completion of a National Police Check required</p> <p>You will hold valid working rights in Australia (subject to verification)</p> <p>You will hold a current Working With Children Check</p>
Last Reviewed	September 2019

## KEY CRITERIA

### Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

## Your qualifications and experience

- Relevant professional or tertiary qualification in performing arts, multimedia, education, business or related discipline and/or equivalent industry experience.
- Demonstrated successful delivery of learning-based programs and events for all ages, with particular focus on arts and creative learning across artforms, in formal education and other contexts.
- Ability to conceive, design, implement and review a unique arts-based learning offer.
- Advanced experience in managing complex and diverse projects with multiple stakeholders and objectives.
- Advanced experience in the school learning environment connecting with arts and culture, working with teachers is preferred but not essential.
- Significant experience in the creative learning environment, working with teachers and creative artists in the development of pedagogically sound, artistically enriching learning experiences for particularly young people but also for all ages.
- Significant experience in the strategic planning, development and management of high quality arts and creative learning programs.
- Significant experience developing and managing project budgets, and in managing large or complex projects.
- Experience managing funding channels and the allocation and expenditure of grants.
- Significant experience leading and developing high performing teams, and in managing the activities of staff in the achievement of agreed performance outcomes.
- Advanced industry experience and networks.

## Your skills and attributes

- Knowledge of the performing arts industry and high level of literacy across the various performing arts disciplines.
- Significant experience in devising, programming, producing and delivering creative learning programs and events.
- Significant experience scoping and managing project budgets and resources.
- Significant experience in establishing networks and maintaining effective relationships with stakeholders and industry.
- Significant experience in working closely with artists particularly during planning and presentation stages of projects.
- Significant understanding of best teaching and learning practice including digital and online delivery
- Excellent verbal and written communication and presentation skills.
- Extensive contacts in the performing arts industry locally and internationally.
- An understanding of Government Agency requirements, policy and procedure.
- Proven experience with and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.

## In the role you will

### Accountabilities:

- Actively contribute to the effective performance of the Arts Centre Melbourne Programming Unit, Creative Engagement and Creative Learning team by:
  - o Working collaboratively and ensuring high levels of communication and liaison across the broader organisation and external stakeholders to ensure effective planning and development, administration and documentation, scheduling and delivery, evaluation and reporting of high quality learning programs.
  - o Working closely with other members of the wider Programming team to develop a coherent youth offer and mainstage programming with significant learning outcomes.
  - o Effectively leading and supporting the Creative Learning team and directing its programs and projects and managing its budgets;
  - o Effectively researching, creating, developing and delivering innovative, inspiring and excellent creative learning programs for the Victorian community of all ages across the year, in the Channel, across the site and across Victoria;
  - o Working closely with the Head of Creative Engagement, leading, managing and inspiring the Creative Learning team, particularly relating to workshop programs and online presence, fostering an

- innovative environment conducive to supporting bold ideas, creative and collaborative initiatives and professional development of staff;
- Working closely with the Head of Creative Engagement leading the development and execution of long-term strategic goals, contributing to the leadership and success of the Arts Centre Melbourne Programming Unit
  - Collaborating with the ACM evaluation team to implement the evaluation framework, including collecting and interrogating quantitative and qualitative data, and reporting on program performance, budget and operational processes, to inform strategic decision-making and funding proposals and acquittals;
  - Review and analyse technical requirements, research options and make sound recommendations to Head of Creative Engagement to support the effective delivery of learning workshops and other activities; and provide expert advice regarding existing and emerging digital, online and other technologies, related trends, and needs of education, learning stakeholders and user groups;
  - Working closely with the Philanthropy and External Engagement teams to generate new funding opportunities to contribute to the work of the Creative Learning team and the expansion and deepening of its reach and impact;
  - As the central point of leadership for Creative Learning activities, provide timely, accurate and insightful information and advice to the Head of Creative Engagement.
  - Contribute to the preparation of reports and analysis to ensure Arts Centre Melbourne's Creative Learning projects and programs are meeting the organisation's goals, objectives and management targets.
  - Ensure HSE compliance in all aspects of carrying out role.

**Decision making:**

- Under the broad direction of the Head of Creative Engagement, the incumbent will have a high level of delegation and operating autonomy and will be required to make tactical decisions within the scope of programs and projects; and be required to make decisions on day-to-day management issues and to resolve operational problems as they arise. The incumbent is expected to lead and contribute to strategic vision, development and decision-making processes within the Creative Learning team, although key decisions will be the responsibility of the Head of Creative Engagement.

**Systems:**

- Use Microsoft Office 365, Tessitura Software®, Ungerboeck, Concur, Calumo, Risk Wizard, PageUp (recruitment and learning management), HR21, BRAVO (in-house recognition platform) and other applications to a suitable skill level.

**Working environment/physical requirements:**

- Undertake general office work with a strong emphasis on the use of computers and digital technology.
- Potentially work in an underground office environment.
- Be required to be on site/attend events outside work hours from time to time.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.

**You demonstrate our values**

- **Leadership** – courage and conviction.
- **Creativity** – a boundless imagination.
- **Care More** – a place for everybody.
- **Community** – working together.