

SENIOR PRODUCER, CREATIVE LEARNING

Position Description

The Programming 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

Leads, motivates and inspires a high performing Creative Learning team to deliver on Arts Centre Melbourne’s strategic goals and functional tasks.

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 Ongoing
Reports to	Head of Creative Engagement
Direct Reports	Creative Learning team members; Creative Producers, Schools Engagement Manager, Channel Venue and Program Manager. Program Manager, and other fixed term positions as they arise.
Salary/Hourly Rate	ACM Enterprise Agreement 2022 Band 5.1
Key Relationships	<i>Internal:</i> Programming Unit more broadly, as well as Presenter Services, Ticketing and Visitor Experience, Marketing and Communications, Production, Collections, Development, and Broadcast teams. <i>External:</i> Victorian Primary, Secondary & Tertiary teachers and students, Programming partners, Creative personnel, artists, agents, promoters, producers, presenters, other performing arts centres, key contacts and stakeholders from industry bodies, funding partners, government, cultural and community organisations, the wider arts sector, Resident Companies and other hirers, precinct neighbours.
Delegation	Financial and People delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	SGA Employee under the ACM Enterprise Agreement 2022 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification) You will hold a current Working With Children Check
Last Reviewed	December 2024

In the role you will

Accountabilities:

- Actively contribute to the effective performance of the Arts Centre Melbourne Experiences Pillar, Programming Unit, Creative Engagement and Creative Learning team by:

- Work collaboratively with high level 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.
- Work closely with other members of the wider Programming team to develop a coherent youth offer and mainstage programming with significant learning outcomes.
- Effectively lead and support the Creative Learning team, direct initiatives and manage budgets;
- Effectively research, create, develop and deliver 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;
- Work closely with the Head of Creative Engagement to lead, manage and inspire the Creative Learning team, fostering an innovative environment conducive to supporting bold ideas, creative and collaborative initiatives and professional development of staff;
- Contribute to the leadership and success of the Arts Centre Melbourne Programming Unit and support the organisation to deliver on the Arts Centre Melbourne vision by leading the Creative Learning team in the development and execution of long-term strategic goals.
- Collaborate with the internal teams 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;
- Work closely with the Development team to generate new funding opportunities to expand and deepen 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; 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, PageUp (recruitment and learning management), HR21, 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.
- Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
- 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 2022.

SELECTION CRITERIA

Your qualifications and experience

- Relevant professional or tertiary qualification in performing arts, multimedia, education, business or related discipline and/or equivalent industry experience.
- Extensive experience leading and developing high performing teams, and management of staff in the achievement of agreed performance outcomes.
- Significant experience developing and managing project budgets, and in managing large or complex projects.
- Demonstrated successful delivery of learning-based programs and events for all ages, working with teachers and creative artists in the development of pedagogically sound, artistically enriching learning experiences, with particular focus on arts and creative learning across artforms, in formal education and other contexts.

- Significant experience in the strategic planning, development and management of high-quality arts and creative learning programs.
- Advanced experience in managing complex and diverse projects with multiple stakeholders and objectives.
- Experience managing funding channels and the allocation and expenditure of grants.
- Advanced industry experience and networks.

Your skills and attributes

- Demonstrated expertise in the performing arts industry, with advanced literacy across various performing arts disciplines.
- Proven ability to devise, program, produce, and deliver innovative creative learning programs and events.
- Comprehensive knowledge of best practices in teaching and learning, including experience with digital and online delivery methods.
- Strong skills in scoping, managing, and optimizing project budgets and resources effectively.
- Exceptional relationship-building and stakeholder management abilities, with a well-established network of local and international performing arts industry and education sector contacts.
- Skilled in collaborating closely with artists during the planning and presentation phases of projects, fostering creativity and excellence.
- Outstanding verbal and written communication skills, with a flair for clear and engaging presentations.
- Familiarity with Government Agency requirements, policies, and procedures, ensuring compliance and alignment with strategic objectives.
- 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.

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

You demonstrate our values

- **Leadership**
- **Creativity**
- **Accountability**
- **Equity & Inclusion**