

# **CREATIVE PRODUCER (Programs)**

## **INFORMATION PACK**

**April 2024**

### **About Corrugated Iron Youth Arts**

For over four decades Corrugated Iron has been the Northern Territory's premier youth arts organisation, playing a crucial role in a region where there is no major performing arts company or tertiary training in the performing arts; or more importantly, equal access to basic health care, housing and financial security for a majority of the population.

At our core we engage, train, mentor and employ emerging & early career artists and creative professionals who inspire children and young people to forge creative futures. Through local, national and sometimes international partnerships we ensure that barriers to participation are removed so that children, young people, emerging & early career artists across the Northern Territory have access to creative experiences, training, professional learning and mentoring. Our program features workshops, performances, special projects and a significant community engagement program delivered in urban, regional, remote and very remote communities and schools.

With secure multi-year funding from Creative Australia and the Northern Territory Government, over the next 4 years we will provide opportunities for young people as creators, participants, and audience members, as well as pathways for shaping organisational development and sector leadership. Focusing on a balance of self-produced, commissioned and contracted performance making opportunities and creative skills development programs, artistically over the next four years we will seek to explore what is possible in youth arts in our unique NT context through key program areas under four overarching pillars, *Igniting Creativity, Connecting Communities, Creative Futures and Exploring New Territory*.

Annually we achieve on average:

- 3,257 young people engaged
- 72 public performance outcomes of various scales
- 26 programs in remote & very communities
- 70+ artists employed

### **Our Artistic Statement**

We believe that young creatives are making art now and are driving artistic innovation rather than just representing the future. We are focused on the present, creating opportunities for young people to shape their artistic futures, now.

We are driven to create contemporary artistic experiences in partnership with children, young people, emerging & early career artists that aim to cater to their diverse needs across various settings in the Northern Territory, including regional, remote and very remote areas.

Together these elements drive a kaleidoscope of outcomes relevant to their specific context.

We are driven by the voices of young people, who guide our heart and hand.

## **OUR VISION**

Igniting creativity in all young Territorians

## **OUR PURPOSE**

We empower young people to shine on their creative journey

## **OUR PRACTICE & GUIDING PRINCIPLES**

Our practice is youth arts engagement firmly anchored in trust and respect, exemplified by our enduring relationships with First Nations communities across the vastness of the NT. Time and again over four decades Corrugated Iron has been invited to revisit and renew these creative connections and is recognised for our culturally appropriate and meaningful youth arts engagement. We are guided by the following principles:

**Youth-Led** - Our strengths-based approach places young people at the centre of all that we do

**First Nations First** - We recognise and respect the integral place of First Nation stories, leadership and cultural authority across the Northern Territory

**Social Justice** - We actively eliminate barriers to participation, creating safer spaces, ensuring equal access and opportunities for all

**Wellbeing** - We care for our health, each other, and our community

## **VALUES**

**Risk** - We foster a culture that encourages taking risks while ensuring safety. We recognise that great art often emerges outside our comfort zone.

**Chemistry** - We nurture trust, belonging and open communication to cultivate a collaborative environment that sparks creativity.

**Curiosity** - We encourage a culture of inquiry, we ask why, we uncover new perspectives, deepen understanding, stretching our imagination to create bold artistic outcomes.

**Flexibility** - We maintain an open mindset, we embrace new ideas and approaches, we adapt to evolving circumstances.

**Balance** - We embrace the delicate equilibrium between youth-led and guidance from Elders, embracing the necessary tension between risk and safety, adapting to change while remaining consistent.

**Safer Spaces** - We meet young people where they are at, creating safer spaces as a continual process that evolves so that young people can define their own success and shine.

## POSITION DESCRIPTION

Position	<b>Creative Producer (Programs)</b>
<b>Position requirements</b>	<p>You are a highly skilled Creative Producer with a proven track record of designing, planning, implementing and evaluating performing arts workshops, projects, professional development and mentoring opportunities for children, young people, emerging and early career artists to increase their skills, well-being, connection and belonging through socially engaged creative practices.</p> <p>You are a confident team player with a passion for supporting and mentoring children, young people, emerging and early career artists to develop their skills, confidence and artistic goals through workshops, programs, performances and events.</p> <p>You have a background in the performing arts and are someone who thrives in a dynamic and collaborative work environment.</p> <p>You are an effective communicator who loves to inspire children, young people, emerging &amp; early career artists in the arts as participants, performers and audiences, while at the same time fostering new and existing partnerships and relationships with artists, organisations, community groups, education providers and all three tiers of government.</p> <p>You have exceptional project management and planning ability, experience in scheduling, budgeting, grant writing, alongside strong leadership, communication, problem-solving and culturally sensitive practices and experience working in intercultural contexts. Or you are enthusiastically open to learning all of the above to advance the next stage of your arts career.</p> <p>You are a confident team player, who has a collaborative work style open to mentoring and building the capacity of artists, children and young people to share their stories and to have their voices heard.</p> <p>You are willing to adapt to changing needs. Flexibility is your superpower. You enjoy designing and delivering quality programs in complex environments, relationship building and taking initiative in a busy workplace.</p>
<b>Role Purpose</b>	The Creative Producer: Programs in collaboration with the Executive Producer/CEO and General Manager will develop and deliver the Annual Artistic Program.
<b>Salary</b>	\$74,000 Pro-rata.
<b>Hours of work</b>	We are open to candidates seeking both full-time and part-time opportunities. For part-time positions, the commitment would be approximately 30 hours per week, with occasional weekend work requirements. Currently the position is part-time.
<b>Probation Period</b>	3 months
<b>Internal Reporting</b>	Executive Producer/CEO & General Manager
<b>Direct Reports</b>	Artists, Teaching Artists, Project Coordinators, Production staff
<b>Indirect Reports</b>	Contractors, Volunteers,
<b>External Relationships</b>	Artists, Arts Organisations, Venues, Festivals and Events, Schools & other education providers, Community Organisations and other Key Stakeholders

<b>Special Conditions</b>	Given the dynamic demands of this role, flexibility in working hours may be necessary, including occasional overtime and work outside standard office hours during busy periods. Any additional hours worked will be compensated with equivalent time off. Please note that this job description is subject to periodic revisions through collaborative consultation to ensure alignment with the evolving requirements of the organisation.
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The Creative Producer: Programs will develop a Workplan in conjunction with the Executive Producer/CEO ensuring the successful delivery of an annual artistic program to address the following key result areas of the position:

Key Results Areas	Key Responsibilities
<b>1. Program Planning &amp; Delivery</b>	<ul style="list-style-type: none"> <li>• In collaboration with the Executive Producer/CEO, oversee the planning, development, implementation, evaluation, reporting and promotion of the Annual Artistic Program.</li> <li>• Develop and produce programs, projects, and events, including managing specific budgets, logistics, contracting artists, teaching artists, contractors and suppliers.</li> <li>• Work closely with the Creative Producer (Schools &amp; Communities) to ensure alignment, cross-pollination and complementary programming across all Corrugated Iron’s programs.</li> <li>• Develop and produce programs, projects, events and activities based on solid consultation with young people and other relevant stakeholders to ensure young people and relevant stakeholders have input into the development of the Program.</li> <li>• Liaise and consult with relevant stakeholders, artists, and industry contacts to generate opportunities for young people to engage with and develop skills within the performing arts.</li> </ul>
<b>2. Artistic &amp; Creative Outcomes</b>	<ul style="list-style-type: none"> <li>• Collaborate with young creatives, emerging, early career and established artists to develop and produce public performance outcomes.</li> <li>• Support guest artists and Directors to ensure that artistic standards are upheld.</li> <li>• Provide a range of opportunities for emerging artists to develop career pathways, present work, and explore creative development.</li> <li>• Develop and deliver the ‘Pathways Program’ to support Teaching Artists develop their facilitation skills and artistic goals.</li> <li>• Coordinate an annual program of skills development, professional learning and masterclass in a range of performing arts and related disciplines for young people, emerging and early career artists and Teaching Artists.</li> <li>• Coordinate and manage end of semester performances.</li> </ul>
<b>3. Administration</b>	<ul style="list-style-type: none"> <li>• Work closely with the Workshops &amp; Administration Coordinator to support the delivery of the Term based Workshop program, including project plans, briefing sheets and schedules for artists, Teaching Artists and contractors.</li> <li>• Establish and maintain up to date systems for reporting including acquittal of grants and partnership deliverables.</li> <li>• Maintain systems that document the Program and collect regular data for to meet reporting requirements and conduct regular analysis to contribute to organisational, strategic and program planning.</li> <li>• Identify and contribute to funding applications for the Annual Program.</li> </ul>

Key Results Areas	Key Responsibilities
4. Partnerships & Stakeholder Engagement	<ul style="list-style-type: none"> <li>Identify and broker new and existing partnerships and relationships to ensure that artistic delivery remains robust and responsive to evolving needs</li> <li>Maintain effective working relationships with program partners and stakeholders to ensure regular and meaningful communication of program outcomes and progress.</li> <li>Represent Corrugated Iron as required at networking events, inter-agency meetings, and sector meetings as required with a view to increasing awareness of Corrugated Iron and collaboration opportunities.</li> </ul>
5. Monitoring, Reporting and Compliance	<ul style="list-style-type: none"> <li>In partnership with the Executive Producer/CEO and General Manager ensure that the Program is compliant with relevant laws, policies, contracts, insurance agreements (for instance, ensuring compliance with Workplace Health &amp; Safety, identification of workplace risks, ensuring all program staff and volunteers are subject to working with children checks).</li> <li>Oversee the development, implementation and maintenance of effective safety procedures relevant to the Program.</li> </ul>
6. Organisational	<ul style="list-style-type: none"> <li>Work as part of the Corrugated Iron team in a harmonious and cooperative manner through building effective relationships with others to achieve common goals.</li> <li>Participate in staff development and training activities as appropriate.</li> <li>Contribute to the overall planning, development, evaluation and promotion of Corrugated Iron.</li> <li>Contribute to the efficiency and vibrancy of the organisation.</li> <li>Undertake other duties as required by the Executive Producer/CEO</li> </ul>

## SELECTION CRITERIA

### Essential

1. Relevant tertiary qualification (eg: performing arts, community cultural development, social work, arts management or education) and/or equivalent experience, and/or at least 3 years of relevant job-related experience.
2. Proven track record in program development and delivery of performing arts programs for children, young people, emerging & early career artists or equivalent experience.
3. Demonstrated commitment to supporting and mentoring children, young people, emerging, and early career artists to develop their skills, confidence and artistic goals through performing arts workshops, programs, and performances.
4. Ability and or experience in proactively building and facilitating teams to deliver projects and programs.
6. Excellent written and verbal communication skills including the ability to work with and manage a diverse range of people with varying skill sets, including staff, artists, and other stakeholders.
7. Exceptional time management and forward planning skills with the ability to work calmly under pressure to manage workload and meet deadlines.
8. A strong commitment to, and understanding of, the principles and practises of equity, diversity and inclusion relating to the engagement of young people and diverse communities, including demonstrated awareness, cultural sensitivity and understanding of working with First Nations communities, artists and young people.

**Desirable:**

1. Experience working as a Teaching Artist/facilitator in the circus, physical theatre, drama, theatre
2. Understanding of local and national arts sector networks and current industry practices
3. Current Working with Children check and valid driver's license
4. Capacity to work flexible hours including weekends when required

**HOW TO APPLY**

Corrugated Iron works with young people and artists from diverse cultural and social backgrounds with varied life experiences, abilities and interests and we seek to employ people who reflect the environment within which we operate. We actively seek Aboriginal and Torres Strait Islander peoples, people with disability, the LGBTQI+ community and people from culturally diverse backgrounds to join our team.

Your application should include the following:

1. Cover letter introducing yourself and responding to the Selection Criteria (2-3 pages)
2. Recent CV including a minimum of two referees
3. The earliest date you would be available to commence in the role.
4. Please email the above to [ep@corrugatediron.org.au](mailto:ep@corrugatediron.org.au) by 5pm Monday 22 April.

All enquiries should be directed to Zoe Scrogings, Executive Producer/CEO 08 8948 3200.