



Corrugated Iron
YOUTH ARTS

Corrugated Iron Youth Arts
Creative Producer (Schools & Communities)
Application Information Pack

ABOUT CORRUGATED IRON YOUTH ARTS

Corrugated Iron Youth Arts is for young people and artists at the intersect between artistic exploration, developing a lifelong appreciation for the arts and building an arts practice.

Corrugated Iron Youth Arts is the Northern Territory's premier youth arts organisation, playing a crucial role in a region where there is no tertiary performing arts training or major performing arts company.

We devise and present new work, ranging from community presentations to professionally presented theatre seasons.

We engage, train, mentor and employ young and emerging artists, and creative professionals, who inspire children and young people to engage with the arts to develop their skills. Through arts, education and community partnerships we ensure that barriers to participation are removed so that young people from First Nations, culturally diverse, disability and Deaf, and or/marginalised communities across the Northern Territory have access to creative experiences.

Delivery occurs in urban, regional and remote settings, presenting a rich environment that supports young people as drivers of artistic outcomes. Our Champions provide a contemporary voice, creative guidance and act as ambassadors, ensuring young people are involved in company decision making.

Corrugated Iron Youth Arts began in 1984. The longevity of the organisation is based upon strong governance, staff expertise, sound investment, and financial stability through careful planning and management. Steady development over the years has allowed the organisation to grow its reach and reputation for reliable, safe and trustworthy program delivery. A stable base also allows us to remain flexible and responsive to need, while enabling artists to pursue creative risk and adventure.

We pride ourselves on valuing achievement at every level, from the artist who reaches the pinnacle of their career, through to the young person who masters their first skill. It is a significant moment of joy for us when a young person, normally quiet and standing on the fringes, engages wholeheartedly and without inhibition.

VISION

IGNITING CREATIVITY / CONNECTING COMMUNITIES / EXPLORING NEW TERRITORY

PURPOSE

We exist to:

- inspire young people in the arts as participants, performers and audiences
- develop young people's life skills, artistic skills and confidence through an arts medium
- create opportunities for young people's stories to be shared
- promote positive community perceptions of young people and the arts

VALUES

We value the critical role arts plays in individual lives and the community

DIVERSITY: embracing our unique cultural context within the Australian landscape

EXPRESSION: amplifying the voices of young people, artists and artswokers

COLLABORATION: connecting young people and communities

CREATIVITY: artistic excellence and contemporary processes

SAFE SPACES: inclusive, and welcoming environments

POSITION DESCRIPTION

Position	Creative Producer (Schools & Communities)
Position requirements	<p>You are a highly skilled Creative Producer with a proven track record of planning, implementing and evaluating multi-artform workshop programs, projects, activities and events in urban, regional and remote settlements that engage young people and their communities 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 social justice and a background in education, or community arts and cultural development, who thrives in a dynamic and collaborative work environment.</p> <p>You are an effective communicator who loves to broker new partnerships, while at the same time fostering existing partnerships and relationships with artists, organisations, community groups, schools and all three tiers of government.</p> <p>You will have exceptional project management and planning ability, experience in budgeting, grant writing, alongside strong leadership, communication, problem-solving and culturally sensitive practices and experience working in intercultural contexts.</p> <p>You are a confident team player, who has a collaborative work style open to mentoring and building the capacity of artists and young people.</p> <p>You are willing to adapt to changing needs. Flexibility is your super power.</p> <p>If you enjoy working with young people, designing quality programs in complex environments, relationship building and taking initiative in a busy workplace, we would love to hear from you.</p>
Role Purpose	The Creative Producer oversees the successful delivery of the Creative Schools & Communities program, supporting the planning, delivery, evaluation, reporting and budgeting of the program, as well as fostering new and existing relationships with artists, key stakeholders and funders.
Salary	\$65,000 - \$70,000pa commensurate with qualifications and experience, plus superannuation, 2-year contract with option to renew.
Hours of work	Full time – 38 hours per week, some weekend work and travel may be required.
Probation Period	3 months
Internal Reporting	Executive Producer & General Manager
Direct Reports	Artists, Teaching Artists, Project Coordinators
Indirect Reports	Contractors, Volunteers
External Relationships	Community leaders, Schools, Community Organisations and Key Stakeholders

The position will develop a Workplan in conjunction with the Executive Producer ensuring the successful delivery of an integrated and strategic program to address the following key result areas of the position:

Key Results Areas	Key Tasks
1. Program Planning & Delivery	<p>In collaboration with the Executive Producer, oversee the planning, development, implementation, budgeting, evaluation, reporting and promotion of the Creative Schools & Communities program, in urban, regional and remote settings.</p> <p>Coordinate all Creative Schools & Communities workshop programs, projects, and events, including managing budgets, logistics, contracting artists, teaching artists, contractors and suppliers.</p> <p>Work closely with all staff to ensure alignment, cross-pollination and complementary programming across all of Corrugated Iron’s programs.</p> <p>Develop/produce programs, projects, events and activities based on solid consultation with relevant stakeholders to ensure community input into the development of the Program.</p> <p>Liaise and consult with relevant schools and communities, artists, and industry contacts in order to generate opportunities for young people to engage with, and develop skills within the arts.</p>
2. Administration	<p>Manage day-to-day administration of the Program.</p> <p>In conjunction with the Executive Producer and General Manager administer the Program including budgeting, quoting, contracting, artist management, invoicing and payments.</p> <p>Develop project plans, briefing sheets and schedules for artists, teaching artists and contractors.</p> <p>Establish and maintain up to date systems for reporting including acquittal of grants and partnership deliverables.</p> <p>Maintain systems that document the Program and collect regular data for funders to meet reporting requirements and conduct regular analysis to contribute to organizational, strategic and program planning.</p> <p>Identify and contribute to funding applications for the Program.</p>
3. Partnerships & Stakeholder Engagement	<p>Identify and broker new and existing partnerships and relationships to ensure that artistic delivery remains robust and responsive to community needs.</p> <p>Maintain effective working relationships with program partners and stakeholders to ensure regular and meaningful communication of program outcomes and progress.</p> <p>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.</p>
4. Monitoring, Reporting and Compliance	<p>In consultation with the Executive Producer and General Manager ensure that the Program is compliant relevant laws, policies, contracts, insurance agreements (for instance, ensuring compliance with Workplace Health & Safety, identification of workplace risks, ensuring all program staff and volunteers are subject to working with children checks).</p> <p>Oversee the development, implementation and maintenance of effective safety procedures relevant to the Program.</p>

Key Results Areas	Key Tasks
5. Organisational	<p>Work as part of the CIYA team in a harmonious and cooperative manner.</p> <p>Participate in staff development and training activities as appropriate.</p> <p>Contribute to the overall planning, development and evaluation of Corrugated Iron.</p> <p>Contribute to the efficiency and vibrancy of the organisation.</p> <p>Build effective relationships with others to achieve common goals.</p> <p>Undertake other duties as required by the Executive Producer.</p>

SELECTION CRITERIA

Essential:

1. Relevant tertiary qualification (eg: arts, community cultural development, social work, arts management or education) and/or equivalent experience, and/or at least 3 years' experience in a similar role.
2. Demonstrated experience in successfully developing and implementing projects, programs and activities in collaboration with artists and young people in urban, regional and remote communities.
3. Demonstrated awareness, cultural sensitivity and understanding of working with First Nations communities, artists and young people, particularly related to remote settings.
4. Demonstrated experience in partnership development with a diverse range of, education, community and government stakeholders.
5. Demonstrated experience in budget management, reporting and monitoring, contracts, including the ability to report to government funders and apply for grants.
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, and program outcomes.

Desirable:

1. Experience working within the arts and cultural industries
2. Advanced computer literacy with experience in using digital platforms
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 (maximum 3 pages)
2. Recent CV including a minimum of two referees
3. Please email the above as a single PDF file

Applications are to be submitted to ep@corrugatediron.org.au by **5pm Monday 11 October**.

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