

**POSITION DESCRIPTION – PRODUCER
CREATIVE REGIONS NATIONAL SUMMIT & ARTLANDS**

ABOUT REGIONAL ARTS AUSTRALIA

Regional Arts Australia (RAA) is a not for profit peak body that is the national voice for arts in regional Australia. We seek to ensure the arts in regional Australia are recognised as essential and are embedded within the Federal Governments Plan for Regional Australia. We encourage programs that support a creative ecosystem that is interconnected and integrated across art form, across communities and across landscapes.

OUR VALUES

In all that we do we will be accountable, inclusive, open, equitable, and demonstrate integrity.

POSITION OVERVIEW

Regional Arts Australia is a national organisation with staff in different States and Territories. The Producer will be part of the core team working within the guidelines of Regional Arts Australia’s strategic plan, goals and objectives and in compliance with the organisation’s WHS systems, policies, and processes to ensure all organisational and legislative compliance.

Position Title: Producer		Reporting to: Executive Director	
Remuneration	\$70-000 per annum/pro-rata plus Superannuation Guarantee	Hours	Initially .6 FTE (45.6 hrs/fortnight) The role will be full time during event delivery period and key operational times
Employment Terms	Fixed Contract – 12 mths The general conditions of employment are defined in RAA’s Employment Policy.		
Location	RAA’s staff work remotely across the country. Successful applicant can work from any location in Australia. Working arrangements will be negotiated.		

ROLE OBJECTIVES

The objective of the Producer is to ensure all aspects of RAA programs (Creative Regions National Summit and Artlands) are well presented and delivered to a high professional standard and in a timely manner. The role is focused on strong project coordination experience with high-level administration and organisation skills in the arts and / or events industry.

The Producer will support the objectives of RAA to:

- Deliver two key programs;
 - Creative Regions National Summit - 24 November 2022
 - Artlands - September 2023
- Encourage and support best practice across Australia;

- Raise the profile of the Australian regional, rural and remote arts and creative sector;
- Build partnerships that nurture a foundation for connection between practitioners and organisations;

ROLE RESPONSIBILITIES

To succeed in this role you will have a strong understanding and track record in event and project management and with the ability to undertake the following responsibilities:

Administration and Project Management

- Coordinate the 'Expression of Interest' and registration processes
- Coordinate event budgets in relation to speaker / guest services; flights, accommodation, production and AV requirements
- Develop speaker and delegate information packs and prepare letters of engagement
- Coordinate invite lists and maintain communication with invited guests
- Liaise with the RAA designer on the production of the printed and web-based material, branding, signage etc
- Work closely with the production and event teams in relation to venue set up, access, and production
- Assist in the preparation of all associated documentation; event plan, venue plans, risk management plans, spec sheets, run sheets and call sheets
- Coordinate catering and venue services for all components of the events
- Develop an event staffing roster and supervise FOH and support staff and volunteers
- Produce contact lists, run sheets and MC notes
- Coordinate website updates and liaise with the RAA Communications Coordinator and Publicist
- Maintain excellent working relationships with all stakeholders
- Scope streaming and recording platforms and create pre- and post-event platforms that encourage meaningful and lasting connections to be made across RAA programs.

Stakeholder and Relationship Management

- Proactively maintain excellent working relationships with all RAA stakeholders (local, national and international) and work in close and respectful collaboration with all key parties to the successful delivery of both the Creative Regions National Summit and Artlands
- Provide opportunities for Governmental representative to present / attend
- Maximise and diversify communication and publicity opportunities
- Release program details across multiple communication platforms in a timely way.

Budgeting and Documentation

- Work closely with the RAA Executive Director to ensure that all the event components are commercially sound, creating and managing budgets with failsafe points should changes need.
- Process contract and payment scheduled in accordance with the event budgets
- Meet the reporting requirements of all partners and funding bodies

Organisational

- Contribute to Workplace Health & Safety through appropriate risk management participation.
- Perform any other reasonable duties as requested by the Executive Director.

CONTRACT

This is a 1year contract position with a three -month probation period.

SUPERVISION AND DELEGATION

This position works directly with the RAA Executive Director and at times other program staff, particularly the Communications Coordinator. The successful candidate will understand and adhere to requirements of confidentiality when dealing with company information and protocols and will be required to notify the Executive Director of any logistical / financial considerations and or concerns. The role may involve some interstate travel and will need to be in Canberra on occasions.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Proven experience in project / event management with a minimum of 5-years' experience in a similar role
- High level accuracy and meticulous attention to detail
- Excellent time management skills and ability to work independently and as part of a remote working team with a professional approach
- Ability to multi-task and work collaboratively with an event team and contractors.
- Excellent communication and interpersonal skills including an exceptional capability to develop and maintain relationships with a broad range of key stakeholders and artists
- Ability to develop partnerships and collaborations and facilitate an event design that build capacity, creates support and encourages artistic and cultural experiences.
- Proven experience in the preparation and delivery of detailed project plans, and database systems with a high-level accuracy and meticulous attention to detail
- Demonstrated Microsoft Office skills – including Microsoft Excel, Word, Google docs and experience in Smarty Grants and Web based platforms.
- Demonstrated understanding of Workplace Health & Safety and Equal Opportunity principles.

DESIRABLE CRITERIA

- Understanding of key issues of the Regional Creative sector and more broadly Regional and Remote Australia.

To apply for this position, email a cover letter, a statement addressing the selection criteria (2 pages maximum) and your CV (1-2 pages) including the names and contact details of two referees in a combined PDF document to:

General Manager, Regional Arts Australia

gm@regionalarts.com.au

Closing 19 August 12 noon