



Position Description

Position Title:	Creative Producer
Total Package Equivalent	\$68,445 pa + annual CPI
Terms of Contract:	One year term (May, 2021 to April, 2022) with the potential to extend subject to funding and satisfactory performance review
Line of Reporting:	Board of Management
Significant working relationships:	Board of Management, Administration Officer, Finance Officer, workshop tutors, youth members, parents, volunteers, industry associations, service organisations, Local, State, and Commonwealth Government departments and philanthropic organisations.
Key working relationships:	a) Internal – Participants, parents and guardians of participants, RYT Board, contracted artists and tutors and volunteers. b) External – Youth and community organisations, key contacts and stakeholders from industry, government and agencies, and the education sector.
Special Conditions:	a) Normal weekly hours of employment are 37.5 per week and can range between 7am and midnight Monday to Sunday. Some after-hours work may be required. b) All RYT employees are required to undergo a Department of Community and Social Inclusion screening for working with children once every three years. c) All RYT employees must undergo Child Safe Environment's RAN training. d) The continuation of the position is subject to the success of funding grants and organisational financial resources.

Job Description Summary

The duties and responsibilities of the Creative Producer are:

- The management and effective delivery of RYT programs, including productions, performances, and projects.
- Through creative practice and leadership, the development of new initiatives for the RYT, which are informed through consultation with children and young people, regional and national arts organisations, and service providers.
- To source and secure financial support for the delivery of creative opportunities and maintenance of sustainability for RYT.

- To ensure success of the organisation meeting its goals and objectives through its programs and activities, strategic and business plans, promotion, finance and accounting, organisation culture, human resources, and Work Health and Safety.
- To be the responsible officer for Riverland Youth Theatre Inc., reporting to the Board on all company operations.

The Creative Producer will use professional skills, expertise, and knowledge to undertake the following to fulfill the role:

1. Leadership

- Provide leadership and support across the range of organisational stakeholders
- Be the public face of RYT in promoting the organisation
- Delegate duties where applicable

2. Business Management, Governance, and Finance

- Develop and deliver an artistic program informed by children and young people and their specific community needs
- Source and secure financial support to develop and deliver at least two projects per annum in the Riverland region
- Develop, manage, and monitor program and project plans and budgets
- Source, plan, submit, and acquit program and project funding applications
- Participate with the Board in the development and implementation of policies and procedures
- Monitor business and strategic plans with the Board of Management and staff
- In collaboration with the Board's Fundraising Committee, plan, develop and manage sponsorship and fundraising opportunities
- In consultation with the Board and Finance Committee, plan, prepare and manage the annual budget
- Liaise with the external finance officer and the auditor
- Report monthly to the Board of Management (at least 10 times per annum) on activities and programs and provide organisational advice
- Report to the Board on RYT membership matters and prepare the Annual Report
- Manage employees, contractors, volunteers, and work experience/trainees
- Develop contracts for engaging employees and contractors
- Manage Work Health and Safety of employees, participants, and volunteers.
- As COVID Marshal, ensure COVID-19 workplace, practices, and venue plan are up to date and daily COVID-19 safe cleaning has been undertaken
- Manage the venue, offices, Institute Hall, and storage spaces
- Maintain and secure the RYT vehicle

3. Marketing and Communications

- Develop and manage publicity and promotional plans
- Promote the organisation's public profile, artistic program and projects
- Communicate RYT programs and events utilising appropriate online media platforms
- Keep abreast of developments in contemporary theatre and arts marketing practice
- Manage the RYT online presence as website administrator, including up-to-date information and maintenance of all social media accounts

4. Advocacy and Networking

- Advocate the organisation's aims and objectives to stakeholders
- Promote the organisation through public forums and community networks
- Network with peers and industry associations to keep informed of industry developments

5. Professional Development

- Undertake professional development training and attendance at conferences as approved by the Board of Management
- Advise the Board on training needs in the organisation and ensure professional development for RYT staff and volunteers as required is undertaken

Selection Criteria

Essential qualifications, knowledge, and skills

The successful applicant will possess:

- Relevant tertiary qualifications or equivalent in the performing arts related field and/or significant experience in the creative arts industry;
- Evidence of the capacity to provide strong artistic leadership for RYT and demonstrated professional competencies in visioning, creating and leading artistic projects, skill development workshops and performance work;
- Excellent cultural competency and ability to understand, communicate with and effectively interact with people across cultures in an inclusive environment;
- Substantial previous experience working effectively with young people from a diversity of cultural and socio-economic backgrounds, learning ability, gender identity, and unique talents;
- Passion and commitment to working with young people on creating arts projects, while mentoring and guiding aspiring artists through their evolving artistic experiences;
- Excellent spoken, written, and interpersonal communication skills, which can be applied equally well with young people, parents, artists, media, government, community service providers, the RYT Board of Management, and a range of other stakeholders and audiences;
- Excellent organisational and problem-solving skills including the ability to self-manage and prioritise workloads with a high level of self-motivation and enthusiasm;
- Demonstrated ability to lead projects, work as part of both artistic and non-artistic teams, and the ability to liaise effectively with the Board, staff, colleagues, and across the wider arts and youth communities;
- Evidence of financial management skills with a proven ability to work within budgets;
- Demonstrated experience in planning, writing, and acquitting funding and sponsorship applications, reports, and correspondence;
- Intermediate skills in Microsoft Office applications and Photoshop;
- Demonstrated knowledge of duty of care with both young people and with staff and artists;
- Current unrestricted driver's license.

Desirable knowledge and skills

- Experience with WordPress;
- Experience in marketing and publicity;
- Knowledge of issues affecting the implementation of arts activities in regional areas;
- Experience of overseeing and managing permanent and project staff.

Application Process

Applications for this position are to be **by email only** providing a **cover letter** and **resume** of no more than three pages along with referees and should be addressed to the attention of the Selection Panel at: admin@ryt.org.au

Applications close: 15 April 2021