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| **Position Title:** | Associate Producer – Creative Learning |
| **Department:**  **Manager:** | Programming  Engagement Manager |

**About the Perth Festival**

We affirm the primacy of Indigenous culture by acknowledging our presence on Whadjuk Noongar Boodjar.

As the longest-running arts festival in the nation, our not-for-profit organisation is dedicated to enriching life through art. We are answerable to our community and seek to demonstrate the power of art to bridge divisions and unite people from all sectors of life. The inclusivity we seek addresses multi-cultural, socio-economic and geographical divides.

We champion rich Indigenous traditions and contemporary art practices. We collaborate with local institutions, grassroots arts organisations to develop opportunities, skills and jobs for Western Australians, as we have since our foundation in UWA in 1953.

Perth Festival is central to supporting the next generation of creative thinkers. We commission and present works that give voice to this generation, as well as commission acclaimed National and International artists to collaborate with local artists. New perspectives, big ideas and creative action at the Festival can provide the toolkit for our community to thrive in the 21st century.

Perth Festival has many strengths to draw on in seizing opportunities and rising to the challenges we face. Using our strategic pillars of community; leadership and sustainability we aim to fulfil our vision to be at the heart of our local community on Whadjuk Noongar Boodjar and a world leader for cultural and artistic experience.

**About the work area**

The Programming team places Perth Festival’s values and strategic goals at the heart of every decision they make and every action they engage in. In line with the Artistic Director’s vision and Perth Festival’s strategic plan, the team programs artists at the peak of their practice to present extraordinary arts experiences to audiences. They collaborate with, commission and co-produce work of the highest quality with local, national and international artists.

**Role statement**

Reporting to the Engagement Manager, the Associate Producer – Creative Learning will work in close collaboration with the Programming department to conceive, coordinate and deliver the Creative Learning Program.

**Key responsibilities**

Creative Learning Program Development and Delivery

1. Research, develop and deliver a Creative Learning Program for Young People and Schools in accordance with the Perth Festival Strategic Plan.
2. Collaborate with the Program department to research, develop and deliver new bespoke programs responding to needs specific to the artist program.
3. Maintain existing relationships and develop new ones with educators, schools and institutions, identifying potential for collaboration.
4. Research, create and deliver the teaching resources for select Festival events, ensuring curriculum links are considered and included.
5. Working with the Engagement Manager, develop the program of events on offer for the Partner Schools.
6. Provide advice on the education sector, including curriculum alignments and opportunities for schools engagement.

Contract Administration and Budget Management

1. Negotiate & finalise the terms of contracts for all program participants or program partners.
2. Prepare and administer all contracts for program participants and partners with the support of the Program Coordinator.
3. Finalise the program within the timelines and deadlines set by Perth Festival.
4. Prepare, manage and monitor budgets and expenditure of the Creative Learning program, within Festival policies and guidelines, using effective control mechanisms as required.
5. Prepare and deliver post-event reports, contributing to funding applications and acquittals as and when required.

Festival Interdepartmental Responsibilities

1. Collaborate with the Connect Engagement team to ensure strategies are aligned and to leverage off each other’s outreach programs to increase impact and visibility
2. Liaise with Marketing and Communications to ensure all communications and collateral reflects key intentions of the Creative Learning program.
3. Liaise with Ticketing to oversee the Schools Booking program, Student ticket offers and other associated initiatives.
4. Liaise with Production to ensure the production and technical requirements of specific programs are met, and assist in the preparation of production schedules as required.
5. Liaise with Sponsorship and Philanthropy to identify potential funding opportunities, and render all reasonable assistance in support of approaches made to in support of the Creative Learning program, and servicing existing funding relationships.

Marketing & Promotional Requirements

1. With the Marketing department, develop copy and share content relating to Creative Learning across print and digital platforms.
2. With the Communications department, contribute to the planning and delivery of publicity and promotional activities.
3. Ensure documentation of programs as appropriate for archival, acquittal or other purposes.
4. Host functions and facilitate public or closed forums as part of the Programs as agreed.

Relationship Management

1. Liaise with all artists, participants, agents and stakeholders in a highly professional manner at all times.
2. Connect with relevant national, international and local organisations, promoters, presenters and artists to develop the Programs. And promote the Festival’s profile in the industry.
3. Liaise with Festival Development staff in rendering all reasonable assistance in support of approaches made by the Festival to national and international organisations, private donors or sponsors for finance in support of the Programs.
4. Report and update on the programs progress to the Engagement Manager as requested.
5. Provide a detailed report at the end of Festival delivery periods and attend and participate in Festival planning and debrief sessions as required.

Other

1. Attend departmental meetings as requested.
2. Present to staff or stakeholders as requested.
3. Represent the Festival in the community and build and manage relationships with key event stakeholders.
4. Any other duties as requested by the Engagement Manager or Head of Programming.
5. Attend Perth Festival events and work-related functions as required

**Specific work capabilities (selection criteria)**

* + **Values Driven** – you demonstrate Perth Festival’s values – Innovation | Excellence | Access | Trust – and celebrate humanity with creativity.
  + **Inclusive** – you act in a way that fosters a culturally safe and inclusive workplace where we value diversity and difference.
  + **Sustainable Creative Practice** – you create and choose from numerous strategic options and make decisions to deliver the most impactful strategic outcome.
  + **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
  + **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
  + **Accountability** – you take a proactive approach to achieving required goals and outcomes both personally and for Perth Festival.
  + **Coaching** – you continuously develop yourself and others
  + **Specific work capabilities:**
  + Extensive knowledge and understanding of the education sector in Western Australia, specifically within an arts context.
  + Experience producing a range of projects and productions.
  + Proficiency in a range of computing skills and technology.
  + Highly developed organisational and problem-solving skills.
  + Highly developed interpersonal and communication skills.
  + Highly developed organizational and budget management skills with an ability to plan, prioritise and meet deadlines in an arts environment.
  + Experience working with Aboriginal and Torres Strait Islander people and / or people from culturally and linguistically diverse backgrounds

**Special Requirements**

This role will require some evening and weekend work during Festival delivery periods, therefore a flexible approach to working hours is required