

Next Wave,

ABOUT THE ROLE

Title:	Creative Producer - This is a First Nations identified position
Reporting:	CEO / Executive Director, General Manager, Senior Creative Producer
Salary:	0.8 FTE at \$60,000 - \$70,000 + 10% superannuation Salary package includes phone remuneration (\$35 p/m)
Engagement:	We are offering a 6-month initial contract, with a 3-month probationary period, commencing February 2022. There is option to renew subject to change in funding environment.
Purpose:	<p>The Creative Producer co-designs, facilitates and delivers Next Wave programs within the framework of organisational strategy and values.</p> <p>This position is part of a suite of Creative Producers led by a Senior Creative Producer, and works collaboratively with the CEO/Executive Director, General Manager, Communications and Development Manager together with the national Artistic Directorate; and works closely with independent artists and producers, community members and national partners.</p> <p>This is a First Nations identified position. We welcome applications from people interested in sharing the role with another. This role is not limited to being Melbourne-based, but some periods of travel may be necessary.</p> <p>Next Wave acknowledges and honours the inherent cultural practice, knowledge systems and relationships this Creative Producer will bring to the organisation. Next Wave commits to collaboratively ensuring the work is appropriately resourced and provided for.</p> <p>Next Wave commits to curating First Nations artists and communities across all Next Wave programming. Any First Nations-led projects will be valued and supported through an all-of-organisation approach.</p>

Next Wave,

NEXT WAVE'S EMPLOYMENT POLICY

We value the rich contributions to the arts made by people from a variety of backgrounds, and we aim to have a diverse group of people working at Next Wave. We are an equal opportunity workplace and we strongly encourage applications by First Nations people, people of colour and people from a culturally and linguistically diverse background, people with disabilities and people from the LGBTIQ+ community. We understand the needs of people with family obligations and we provide a flexible working week, and part-time positions. We understand artists' and producers' working lives, and by negotiation we allow time-off for independent practice. Our philosophy is based on generosity, empathy, and a commitment to deep work satisfaction for employees. We know that this is repaid in retaining committed, passionate staff members who live and breathe the values of the organisation.

Next Wave is committed to healthy work culture that supports staff well-being, work performance, safety, individual and workplace morale and psychological health.

KEY TASKS

Organisational

- Support CEO/ Executive Director and contribute to Next Wave strategic planning and direction.
- Maintain high-level knowledge of sector developments nationally and internationally.
- Collaborate with Communications and Development Manager to ensure Next Wave communications align with Next Wave programs.

Programming

- Co-design, facilitate and deliver Next Wave programs including but not limited to the Artistic Directorate, Kickstart, TIDAL, Presentations, ALL School
- Maintain high-level knowledge of artistic practice nationally and internationally.

Project management

- Forecast and manage project budgets for Next Wave programs ensuring they are delivered on time and within allocated resources.
- Ensure positive relationships are maintained with artists, alumni and industry peers.
- Develop Next Wave program schedule, taking into account the needs of artists, venues, stakeholders and Next Wave.
- Oversee engagement of artists including contracting; liaise with the General Manager and Creative Producers pool in the preparation of contracts, MOUs, partnerships and agreements both financial and in-kind.

Partnerships

- Build strong networks and identify potential arts and non-arts partners and opportunities.
- Broker partnerships and negotiate agreements with national partners including venues, co-presenters and co-commissioners to leverage resources for Next Wave program artists.
- Develop partnerships with arts and non-arts organisations to extend the reach of Next Wave's programs.
- Contribute to development of sponsorship proposals and write marketing copy and press releases for Next Wave programs (where relevant).

Evaluation and Reporting

- Contribute to the monitoring and evaluation of outcomes for Next Wave programs.
- Provide written reports and presentations on the progress, delivery and planning of Next Wave programs for a variety of stakeholders.
- Write reports and complete acquittals for Next Wave programs within assigned timeframes.

Fundraising

- Maintain high-level knowledge of Australian and international funding opportunities.
- Develop and maintain relationships with key stakeholders.
- Research, write and provide input into funding applications for government and philanthropic support for Next Wave programs.

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Leadership

- Represent Next Wave in industry contexts when required.
- Support the Senior Creative Producer in the collaborative relationship with Artistic Directorate.
- Facilitate and mentor Next Wave artists alongside the Senior Creative Producer and Artistic Directorate.

SELECTION CRITERIA

Essential

- Ability to engage with racial justice and cultural equity frameworks, reflecting both professional and lived experience
- Experience in project management with an interest in the arts and cultural sector
- Strong community engagement skills and understanding of self-determined community practice
- Excellent verbal, written communication (across a range of media) and negotiation skills
- Demonstrated ability to collaborate and communicate sensitively and effectively with people with diverse lived and cultural, and professional experience
- Demonstrated capacity to be highly autonomous and organised to manage multiple tasks and deadlines, determine workloads, set priorities, work under pressure and complete tasks within specified timeframes
- Demonstrated ability to be agile and flexible

And Desirable

- Experience in the arts or related industry producing creative projects
- Experience of stakeholder management in the arts, or related sector
- Understanding of the Australian arts sector and its funding and administrative bodies
- Experience in funding submissions and acquittals

HOW TO APPLY

To apply, email Jacqueline with your CV (no longer than 2 pages), examples of a project/program you're proud of and responses to the four points below:

- What excites you about joining the Next Wave team and taking this role right now?
- What can you bring to this role that will support the success of the team?
- How did you contribute to a work culture that you have enjoyed being a part of?
- Is there anything you would like us to know about how you work/would like to take on this role?

If you would like to chat more about the role, contact Jacqueline, General Manager. Please reach out if you have any accessibility requirements. Email: jacqueline@nextwave.org.au