

ROLE DESCRIPTION

ROLE TITLE: ASSOCIATE PRODUCER CLASSIFICATION: ASO4 EMPLOYMENT TYPE: TERM CONTRACT - (0.5 FTE)	TEAM: EXPERIENCES LOCATION: Port Pirie DATE: 2 February 2021
REPORTS TO: Strategic Initiatives Producer	ROLES REPORTING TO THIS ROLE: Nil
ROLE PURPOSE: Coordinate the delivery of performing arts activity within the Experiences team.	
KEY RESPONSIBILITIES OF ROLE: <ol style="list-style-type: none"> 1. Deliver projects for the Arts Activation Strategy including the coordination of schedules, budgets and bookings including accommodation, travel and freight. 2. Devise community engagement and audience development initiatives and work with local staff to deliver the activities. 3. Work with the Relationships team to develop and deliver marketing plans. Liaise with artists and companies to ensure that marketing, logo recognition and other brand management is communicated to producers. 4. Share the impact of arts and culture through effective documentation. 5. Contribute to the efficient operation of ticketing, CRM and venue management systems. 6. Contribute to achieving the Reconciliation Action Plan. 7. Assist with the delivery of programmed activities in spaces within the Mid North Yorke and Eyre Peninsula regions. 	
KEY RELATIONSHIPS: <ul style="list-style-type: none"> ▪ Internally: Strategic Initiative Producer, Sir Robert Helpmann Manager, Executive Programmer, Arts Centres staff, other Experiences team members, members of the Relationships and Sustainability teams. ▪ Externally: Local and national producers, artists, arts organisations, funders, delivery partners, stakeholder and regional community members. 	
SPECIAL CONDITIONS: <ul style="list-style-type: none"> ▪ Occasional intrastate travel may be required. ▪ Some out of hours work may be required ▪ Hold a current Australian Driver's Licence. ▪ A valid DCSI - Child Related Employment Screening is required ▪ Required to participate in the Country Art's Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the line manager. 	

KEY SELECTION CRITERIA:

- Ability to establish strong working relationships internally and externally working with a diverse range of people including artists, presenters, stakeholders and the Aboriginal and Torres Strait Islander community
- Experience in project coordination with the ability to plan, problem solve, prioritise workload and manage projects, budget and administration functions within timeframes
- Capacity to work autonomously and show initiative
- Sound financial and budget management skills
- High-level oral, written and interpersonal communication skills, including the ability to build positive working relationships and influence outcomes in a constructive and professional manner
- Respectful, courteous and able to work as part of a team. An entrepreneurial approach and a willingness to adopt sustainable practices
- Solid computer skills be proficient in Microsoft suite and a willingness to learn new programs (e.g. Zoom, Artifax and Red61)

DESIRABLE:

- Knowledge and networks within the arts industry locally and/or demonstrated experience in an arts and cultural organisation
- Performing Arts Producing experience including administration

YOU DEMONSTRATE OUR VALUES:

Our Values are central to the way we work and are the cornerstones for how we interact with industry, community, business partners, governments and each other:

- We keep regional South Australia at our core **(Place)**
- We generate local and national legacies by embedding artists in regional communities **(Impact)**
- We embrace diverse experiences and perspectives, and address the barriers that keep people from getting involved **(Inclusion)**
- We nurture, celebrate and showcase creativity from across regional South Australian **(Creativity)**
- We embrace diversity and act with integrity, transparency and generosity **(Respect)**

WORK HEALTH AND SAFETY OBLIGATIONS:

- Maintain a commitment to the Work Health and Safety Act 2014 legislative requirements.
- Proactively promote and follow workplace safety procedures and contribute to creating a safe working environment.
- Accept responsibility for your own and other's safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

CORPORATE RESPONSIBILITIES:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the Code of Ethics for *South Australian Public Sector* and their legislative requirements.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. Maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:

Holds Big Picture View at Local and Individual Level

- Sees the big picture and understands how their work contributes to the strategic direction.
- Understands and supports organisational goals and business objectives.
- Responds in a positive and flexible manner to change and uncertainty.
- Identifies, defines and solves problems that may impact on own work objectives.
- Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes.

Achieves Results

- Understands individual and team capabilities and makes effective use of own capabilities.
- Takes into account the associated advantages and disadvantages of a range of options to deliver the best results.
- Understands how work practices are governed by Public Sector legislation, regulations and policies.
- Sees work tasks through to completion with agreed timeframes to achieve quality outcomes.
- Applies specialist expertise of self and others to achieve business outcomes.

Promotes Business Excellence

- Provides support to implement new innovative initiatives and promotes change.
- Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment.
- Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards.
- Promotes a strong customer service culture by understanding needs.
- Assists and supports financial monitoring, procurement and contract procedures.

Builds Positive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns.
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict.
- Works collaboratively and shares information with own team and seeks input from others.
- Builds and sustains positive relationships with team members, stakeholders and clients.
- Confidently communicates messages in a clear and concise manner using appropriate language.

Displays Personal Drive and Professionalism

- Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them.
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner.
- Self-evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others.
- Committed to self-development.
- Contributes to a culture that values and respects diversity and models this in all interactions.
- Ensures standards for the safety and wellbeing of self and others are maintained