

# POSITION SUMMARY

## CREATIVE PRODUCER (475)



<b>Directorate</b>	Cultural and Community Services
<b>Section</b>	Bathurst Memorial Entertainment Centre
<b>Classification</b>	Band 3, Level 1, Grade 6
<b>Position Status</b>	Fixed term – full time (up to 30 June 2023)
<b>Commencing Salary Range</b>	\$1279.00 - \$1343.74
<b>Reports to</b>	Manager BMEC
<b>Direct Reports</b>	Nil
<b>Work Location</b>	Bathurst Memorial Entertainment Centre 105 William St Bathurst

### Position Purpose

The Creative Producer will be responsible for supporting and developing local performing arts practice and commissioning and producing new local performing arts projects.

### Key Responsibilities

- Facilitation of the development of local, professional performing arts practice by:
- Developing links with local artists, fostering skills development
  - Commissioning and resourcing the production of new, local performing arts projects
  - Creating links and partnerships with artists and arts organisations within and beyond Bathurst for the development of work in the Bathurst Region.
  - Facilitating access to the staff and resources of the BMEC
  - Assisting the BMEC Manager with development, programming & curation of programs
  - Working with staff to assist with marketing of and engagement in BMEC programs

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

## Selection Criteria

### Essential

- Practical understanding of contemporary performing arts practice
- Knowledge of local and national performing arts practice
- Practical experience as deviser, producer, animateur, dramaturg, production manager, director or equivalent
- Excellent communication and interpersonal skills
- Advanced skills of documentation, planning, programming, budgeting and acquittals
- Competent computer skills including word, excel, email and internet
- Current C class driver's licence

### Desirable

- Relevant tertiary qualification
- Marketing/audience development experience
- To be fully vaccinated against COVID-19 on commencement

## Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

## Employment Conditions

- 38 hours per week
- Monday to Friday, 8.45am to 5pm with 30 minutes lunch.
- Availability to work weekends/evenings as required
- Term contract in line with funding (currently up to 30 June 2023)
- Probationary period of 3 months
- Four weeks annual leave
- Superannuation of 10% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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