

# POSITION SUMMARY

## NAME OF POSITION: ASSISTANT PRODUCER (GO32)

Directorate	Cultural and Community Services
Section	Bathurst Memorial Entertainment Centre
Classification	Band 1, Level 4, Grade 4
Position Status	Fixed term – part time
Commencing Salary Range	\$380.05 - \$399.29
Reports to	BMEC Creative Producer & Program Coordinator
Direct Reports	Nil
Work Location	Bathurst Memorial Entertainment Centre 105 William St Bathurst

### Position Purpose

This role will assist BMEC to deliver its Local Stages program and community engagement coordinated by BMEC.

### Key Responsibilities

- Assist with the administration and coordination of Local Stages projects including Saturday afternoons at BMEC, Central West Writers Residency, Bathurst Writers' and Readers' Festival, Local Emerging Artists Program
- Development of workshops, audience and artist development across BMEC programs.
- Assist with the production of the BMEC 2018 commission *The Climbing Tree*.
- Maintain current & develop new relationships with local artists and arts organisations
- Assist with the fostering of relationships with schools
- Coordinate volunteers/interns on BMEC events
- Generally assist with BMEC programs
- Liaise with BMEC and other BRC staff.

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

- Strong communication skills
- Relevant industry knowledge and experience
- Ability to meet deadlines
- Ability to work with a small team
- Basic administration/office skills

### Desirable

- Previous performing arts producer experience
- Previous experience coordinating volunteers
- High level of initiative
- Ability to multitask and prioritise projects

## 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

- 15 hours per week, actual hours to be negotiated with the successful candidate.
- Availability to work weekends/evenings as required
- 12 month fixed term contract
- Probationary period of 4 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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