



POSITION DESCRIPTION

Position Title	Senior Producer Creative Activations	
Directorate	Community	
Service	Creative Communities	
Responsible to	Executive Producer Creative Activations	
Position Supervises	Direct: Casual staff, volunteers and contractors as required Indirect: 0	
Position No.	TBA	
Status	Permanent Full-Time	
Hours	Based on a 35-hour week. Regular after-hours work to attend meetings, activations and functions is required.	
Salary Point	52 to 60	Band/Level: 3/2
Pre-employment checks Legislative requirements	<input checked="" type="checkbox"/> Pre-employment medical <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Working with Children Check	
Date reviewed: 1 November 2023		Reviewed by: People and Culture

POSITION PURPOSE

The role of the Creative Communities team is to lead the delivery of creative programs, events activations, place making projects and cultural initiatives that promote the creativity, diversity and vibrancy of the community and position the Inner West as a creative and cultural leader.

You will produce, co-ordinate and deliver a range of creative programs and other activations to facilitate diverse groups to enhance and celebrate local vitality and diversity. This will include the production, programming, coordination and delivery of major activations including festivals and other events and community initiatives as part of Inner West Council's suite of Creative Community activations.

You will facilitate partnerships to support the creative sector to participate in programs and cultural activations that contribute to the collective culture of the Inner West. Additionally, you will develop and maintain relationships with community stakeholders to ensure their participation in creative programs, events activations, place making projects and cultural initiatives.

You will be community focused and work collaboratively with the Executive Producer Creative Activations and the broader Creative Communities team staff to ensure the success of the service unit.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential criteria

1. Tertiary qualifications in event management, arts administration, business, tourism studies or an equivalent field or relevant industry/professional experience
2. Proven project management skills, with a strong record of achievement in planning, coordinating, programming, delivering and evaluating a broad range of activations events, including outdoor festivals, that promote social inclusion and cultural development
3. Strong experience in the management of events and activations, cultural and community-based programs and stakeholders to facilitate social inclusion and cultural development.
4. Proven ability to manage complex negotiations, contracts and assesses strategic and operational risks.
5. Working knowledge of partnering with local communities to deliver creative outcomes and demonstrated understanding of the requirements of working in a diverse environment.
6. High-level analytical and problem-solving skills with the capacity to inspire or support innovative thinking and continuous improvement
7. Understanding of relevant legal and risk management requirements and contract management experience.
8. Strong communication and interpersonal communication skills with the ability to engage diverse communities.
9. Demonstrated knowledge of and experience in marketing, sponsorship and budgets/funding.
10. Understanding and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times.
11. Current NSW Class C Driver Licence.
12. Fit and able to safely perform physical tasks as required, including demonstrated ability to safely undertake manual handling duties such as lifting and carrying related to staging activations and possession of or willingness to obtain First Aid, Responsible Service of Alcohol.

Desirable criteria:

1. Working knowledge of local government.

KEY DUTIES, ACCOUNTABILITIES AND RESPONSIBILITIES:

Delivery of activations and other project management

- Plan, manage, coordinate and produce major events and activations, including concept development, planning, coordination, event management, programming, sponsorship, production, risk management, marketing, operations (staging, sound, event infrastructure), traffic management, contracts and administration.
- Lead or contribute to the planning and delivery of high-quality, well-regarded events that are culturally appropriate and provide opportunities for participation among Council staff, residents, community leaders, organisations, local business, performers, event contractors, sponsors and other stakeholders.
- Prepare professional reports, internal and external briefings, proposals, submissions and contracts relating to events, including but not limited to policy documents, speech notes, sponsorship proposals, programming submissions and contracts.
- Undertake strategic evaluation and review of individual activations and programs to identify opportunities for improvement, new activations, increased sponsorship and higher levels of community participation in planning, operation and attendance.
- Work collaboratively with the broader Creative Communities and Community team to maintain Council's leadership and facilitation role in local cultural development.
- Work with the Executive Producer and the broader Creative Communities team, in consistently working to meet its targets and commitments against the teamwork and performance plans and Council's Operational and Strategic Plans.

Creative direction and programming

- Initiate and lead the development of innovative activations to recognise the contribution and achievement of residents, community leaders and organisations, local business and Council staff.
- Develop the creative direction of Council's activations and program to meet changing community cultural priorities and maintain Council's position as a leader in the provision of high-quality community activations.
- Keep up-to-date with current research and developments in the industry and identify opportunities for improvement, participation in the development of new activations, contribute to the development of increased levels of sponsorship and community participation in planning, operation and attendance.

Leadership and service management

- Mentor, coach and coordinate staff, including short-term and contract staff for specific activations as required.
- Inform and contribute to the development, implementation, management and review of creative activation and program policies, procedures and strategies to ensure outcomes meet community expectations
Ensure that the Executive Producer Creative Activations is informed of any issue which may affect staff, the community and/or service delivery.

Financial management

- Budget development and financial management of activation budgets.
- Undertake the procurement of goods and services in accordance with relevant legislation and Council policies.

Stakeholder engagement

- Collaborate, engage with and provide strategic advice to internal and external stakeholders
- Represent Council, prepare speeches and deliver high standard presentations, attend Council meetings and convene committees as required.

KEY RELATIONSHIPS:

Internal: Creative Communities Manager and team, Strategic & Corporate Communications, Inner West Staff including Economic Development, Environment and Sustainability, Regulatory Services, Customer Experience, Data and Information, Governance, Resource Recovery Operations, Civil Works, Parks, Venues, Traffic, Finance, Legal, Planning, and Community Services staff.

External: Local businesses and organisations; sponsors; stallholders and performers; contractors; Police and emergency services; all levels of government, including ministers, MPs and departments; peak bodies; members of the public.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the
Senior Producer Creative Activations as detailed in this document.

Signature:

Date: / /