

ALWAYS SURPRISING, ALWAYS VIBRANT

## Creative Producer First Nations

## Position Description

Rev. No.	Prepared By	Reviewed	Approved	Date	Description/Change effected
1	Business Operations Manager	Artistic Director/CEO	Artistic Director/CEO	November 2020	



## 1 POSITION DESCRIPTION

CREATIVE PRODUCER – FIRST NATIONS	
<b>Position Purpose</b>	Develop and manage creative programs in collaboration with other JUTE Creative Producer/s, including creative team management, casting, evaluation, budget projection and meeting targets in line with JUTE’s artistic and financial goals as per the strategic plan and in particular to oversee the First Nations specific projects.
<b>Reporting to</b>	Artistic Director / Chief Executive Officer
<b>Key Accountabilities</b>	<ol style="list-style-type: none"> <li>1. Organisational</li> <li>2. Develop Artistic Programs</li> <li>3. Project Management</li> <li>4. Reporting</li> <li>5. Contribute to continuous improvement</li> </ol>
<b>Organisational Values</b>	<p><b><u>Relationships</u></b> We value all relationships and strive to build long term relationships with staff and community. We look for collaborations that will promote diversity, spread our work far and wide and have an impact deep into regional and remote communities.</p> <p><b><u>Effective Communication</u></b> We value listening, understanding, respect and diversity. We use open, audience-specific and timely communication in a transparent and ethical way to engage all staff, collaborators, artists, stakeholders, supporters and community.</p> <p><b><u>Empowerment</u></b> We empower our people through giving responsibility, support and training. We recognise individual abilities and celebrate achievements as a team.</p> <p><b><u>Outcomes</u></b> We identify, prioritise, communicate and organise important issues to reflect our aspirations and commitments to our society, our audience, collaborators, artists and supporters. We meet our work commitments to quality, time and cost, and always with transparency and integrity.</p> <p><b><u>Diversity/Inclusiveness</u></b> We acknowledge and honour the fundamental value and dignity of all individuals. We nurture and promote an environment that respects diverse traditions, heritages, and experiences. We acknowledge the custodianship of First Nations traditional tribal ownership, laws and entitlement in the greater region of North Queensland and across the country; and pay respect to all Indigenous Elders, past, present and future.</p>

Document Owner:		Authorised By: Chief Executive Officer		
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## 2 RESPONSIBILITIES

1. ORGANISATIONAL CORE RESPONSIBILITIES	
RESPONSIBILITIES	MEASURES
<ul style="list-style-type: none"> <li>▪ Adhere to all company policies, procedures to ensure works are undertaken and services delivered at the highest possible standard.</li> <li>▪ Ensure that all Work Health and Safety laws and related company policies and procedures are followed at all times, leading by example</li> <li>▪ Always promote and follow JUTE's organisational values</li> <li>▪ Effectively promote JUTE to ensure a professional image is maintained through compliance with the Company's policies, procedures and standards</li> <li>▪ Any other job-related responsibility as directed by the AD/CEO in line with competencies and activities with any of the below responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal Feedback from Manager and via Performance Appraisals</li> </ul>

2. DEVELOP ARTISTIC PROGRAMS	
RESPONSIBILITIES	MEASURES
<ul style="list-style-type: none"> <li>• Develop a wide range of creative projects in line with JUTE's goals and strategic aspirations.</li> </ul>	<ul style="list-style-type: none"> <li>• Proactively seek and identify potential diverse creative projects, future needs, creative innovations and programs</li> <li>• Creative projects are leading the sector and/or are in line with best practice innovative creative programs as benchmarked nationally and internationally</li> </ul>
<ul style="list-style-type: none"> <li>• Develop budgets and project timelines and schedules</li> </ul>	<ul style="list-style-type: none"> <li>• Drafts clear, well-prepared documents, in line with the company's policies and procedures</li> </ul>

2. DEVELOP ARTISTIC PROGRAMS	
<ul style="list-style-type: none"> <li>Assist with selection of artistic teams</li> </ul>	<ul style="list-style-type: none"> <li>Works with JUTE’s other creative producer/s, providing high level input with the selection of creative teams</li> <li>Build networks to ensure a diverse range of local and national artists are keen to work with the company</li> <li>Number of new Indigenous artists and producers identified and nurtured.</li> </ul>
<ul style="list-style-type: none"> <li>Provide expertise and support to the Artistic Director in developing projects and initiatives, particularly with regards to the First Nations programs.</li> </ul>	<ul style="list-style-type: none"> <li>Works well as part of the team, bringing innovative ideas and suggestions in line with JUTE’s missions, values and strategic plan</li> </ul>

3. PROJECT MANAGEMENT	
RESPONSIBILITIES	MEASURES
<ul style="list-style-type: none"> <li>Fulfil creative programs</li> </ul>	<ul style="list-style-type: none"> <li>Engages with theatre artists, touring organisations and festivals locally and nationally, developing strong networks and relationships</li> <li>Engage with First Nations elders and community leaders across the regional and remote centres where JUTE engages in line with the Dare to Dream Board sub-committee</li> <li>Number of First Nations theatre Works Produced / Toured per Annum</li> <li>Number of weeks of Dare to Dream Indigenous tour and residency program to regional and remote communities per annum</li> <li>Feedback from First Nations elders and respected persons in relation to the level of impact the producer position is having on meeting community aspirations with regard to JUTE programs</li> </ul>
<ul style="list-style-type: none"> <li>Manage all creative teams for projects</li> </ul>	<ul style="list-style-type: none"> <li>Excellent participation rate, teamwork and contributions across the board</li> </ul>
<ul style="list-style-type: none"> <li>Project realisation</li> </ul>	<ul style="list-style-type: none"> <li>All projects are seamlessly realised in line with agreed timelines</li> </ul>

3. REPORTING	
RESPONSIBILITIES	MEASURES
<ul style="list-style-type: none"> <li>• Reports on Project Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Consistently meets project budgets by monitoring, re-forecasting and adjusting operations</li> </ul>
<ul style="list-style-type: none"> <li>• Reports on Project Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Produce an honest and transparent critical review of all elements within creative products</li> <li>• Percentage of evaluations received from participants with an average score higher than 7</li> <li>• Percentage of evaluations received from artists engaged on projects with an average score higher than 7</li> <li>• Percentage of evaluations received from employees and board with an average score higher than 7.</li> <li>• Percentage of Audiences who rate our work as Good – Excellent</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to acquittals, statistical reporting, annual reports and business plans</li> </ul>	<ul style="list-style-type: none"> <li>• High level contributions across the board, without having to be prompted</li> </ul>

5. CONTINUOUS IMPROVEMENT	
RESPONSIBILITIES	MEASURES
<ul style="list-style-type: none"> <li>Reviewing current systems, processes, and procedures to identify opportunities to improve quality and efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Schedules and executes periodically reviews of systems, processes at the agreed dates</li> <li>Delivers appropriate recommendations to AD/CEO.</li> </ul>
<ul style="list-style-type: none"> <li>Continuously improve own capabilities.</li> </ul>	<ul style="list-style-type: none"> <li>Complete appraisal process as per company policy, indicating training and future personal growth aspirations.</li> <li>Training and personal development plans are followed through at the agreed time and dates</li> </ul>

### 3 CRITICAL COMPETENCIES

COMPETENCY	DESCRIPTION
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>Strong production, event management and program delivery experience particularly within theatre and touring</li> <li>Proven experience working collaboratively with artists and communities</li> </ul>
<b>Qualifications, licenses</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>Current driver’s licence</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>Tertiary qualifications in performing arts</li> </ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>Excellent understanding of Microsoft Office Suite, Project Management Software and internet-based applications</li> <li>Sound knowledge of CRM systems</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Able to communicate clearly, accurately and concisely in both written and oral forms so others will understand.</li> <li>Appropriate organisation, correct grammar and terminology adjusted to the characteristics and needs of the audience.</li> </ul>

COMPETENCY	DESCRIPTION
Traits	<ul style="list-style-type: none"> <li>• Highly motivated, demonstrating commitment, initiative and flexibility</li> <li>• Performs well under pressure</li> <li>• Passionate about performing arts</li> <li>• Culturally sensitive</li> <li>• Assertive, but not aggressive</li> <li>• Autonomous with a high degree of initiative</li> <li>• Confident in own abilities and able to make difficult decisions</li> </ul>

## 4 AGREEMENT

This Position Description describes the essential functions and qualifications of the position described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job.

Your signature indicates that you have read this document and understand the essential functions of the position, your Key Accountabilities and the Indicators of Effectiveness

_____	_____	_____	____/____/____
<i>Employee Name</i>	<i>Position Title</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____	____/____/____
<i>Manager's Name</i>	<i>Position Title</i>	<i>Signature</i>	<i>Date</i>