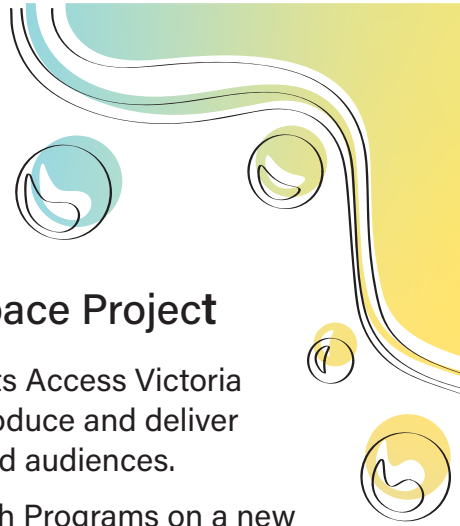




ARTS ACCESS VICTORIA



Position Description — Creative Producer – Maker Space Project

As the Coordinator, Creative Producer for the Maker Space Project at Arts Access Victoria (AAV), you will be working within the Artist Support Services team to produce and deliver programs for young Deaf and Disabled artists, creatives, arts workers and audiences.

You'll be working closely with the Coordinator, Creative Producer of Youth Programs on a new program for young people, Maker Space. This program is part of [VicHealth's Future Reset initiative](#) that centres good mental health through the arts. The program was co-designed with 12 young Deaf and Disabled artists and involves continued consultation with young people. The program aims to foster social connection, build professional and artistic skills and provide young Deaf and Disabled artists with more opportunities. It is a visual art and digital art based program both in-person and online, with a gallery and zine outcome. We will also deliver regional workshops in partnership with Regional Arts Victoria. In this role you may have a chance to work in the rest of [our Youth Program](#) and more areas of AAV.

This position is dependent on program funding for an 18-month period starting in June 2023 ending in December 2024.

Position Title:	Coordinator/Creative Producer – Maker Space Project
Reports To:	Manager, Artist Support Services
Rates:	Part time 0.6 EFT or 22.5 hours a week fixed term 18 months
Remuneration:	\$61,386 pro rata per year. 10.5% superannuation contributions + generous salary packaging.
Terms:	This a fixed term part time position covered by the Arts Access Victoria Enterprise Agreement 2004. This forms part of the employment contract.
Benefits:	A personal office Free parking with a car park below the South Melbourne office Ability to salary package Professional Development opportunities Flexibility with days worked and spread of hours can be negotiated to mutual benefit Flexible working-from-home or office arrangement
Location:	The position is primarily based in AAV's administration offices, 222 Bank Street South Melbourne (2 Km from Southern Cross Station). Flexible working arrangements can be made.
How to apply:	Email us your application to recruitment@artsaccess.com.au by Tuesday 13 June at 10 am. You application should consist of a short cover letter, your CV and a response to the key selection criterias (maximum 1 pages of text). You are welcome to submit this application as 1 PDF or as a video recording by the closing date.
Contact us:	Contact Sarah Fiddaman sfiddaman@artsaccess.com.au or phone us 03 9699 8299 (voice only)/ 0477 860 955 (text or voice) if you would like more information or have any question about the position.

Major Tasks and Reporting Rolls

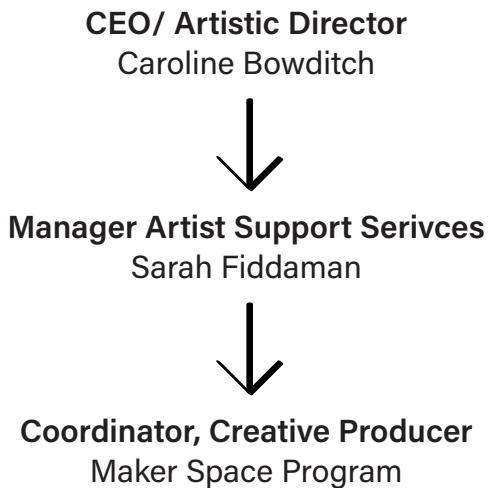
Major Tasks

The Employee is responsible for working with the Coordinator/Creative Producer to deliver the project, specifically:

- To undertake project management of youth programs including:
 - ♦ Supporting initiatives in line with the AAV's strategic plan that increase participation and access to the arts for Deaf and Disabled artists living in Victoria.
 - ♦ Establishing and developing partnerships with arts, community, disability, mental health and government agencies/organisations.
 - ♦ Overseeing the day-to-day coordination of programs.
 - ♦ Coordinating information, selection, overseeing agreements and payments.
 - ♦ Coordinating and overseeing access provisions.
 - ♦ Building productive relationships leading to dynamic collaborations across the arts and cultural sector.
 - ♦ Providing advice, information and liaising with artists, families, carers and other service providers regarding access to the arts including NDIS.
 - ♦ Coordinating outcomes for presentation in collaboration with Artists, Facilitating Artists, the Arts Services team, and Mentors and Marketing and Communications team.
 - ♦ Overseeing project budgets.
 - ♦ Recruiting and overseeing casual artists, contractors, access, or service providers (as required).
 - ♦ Seeking, applying for and fulfilling funding and budget requirements including documentation, reporting and evaluation.
 - ♦ Marketing and promotion (in collaboration with AAV's Marketing & Communications Team).
 - ♦ Other duties as required
- Stakeholder relations:
 - ♦ Liaise with participants, families, carers and support workers
 - ♦ Collaborate with the nine organisations in the Future Reset Collective
 - ♦ Liaise with schools, TAFEs and other educational organisations
 - ♦ Collaborate and build relationship with our partners on programs for young people
 - ♦ Form new relationships with relevant organisations and artists.
- Financial Management:
 - ♦ Receipt all program related expenditure, ensuring reconciliation forms are correctly completed prior to the dispensing of further funds, for example, program materials.
- Work within the framework and implement the current Child Safe Standards;
- Work within an ethically and legally responsible framework in accordance with Arts Access Victoria's Code of Conduct, policies and procedures and applicable legislation;



Reporting Relationships



Selection Criteria

Essential

- Successful track record delivering artistic programs or events
- Understanding and implementing accessible arts practice
- Excellent project management skills
- Existing networks across the Victorian arts and cultural sector
- Interpersonal - Ability to creatively solve problems through discussion, negotiation, and teamwork

Desirable

- Identify as Deaf and/ or Disabled
- Strong understanding of social model of disability
- Previous experience working with Deaf and Disabled artists
- Experience in visual arts or digital arts
- Capacity to build dynamic and effective partnerships
- Strong written and verbal communication
- Comfortable using Microsoft 365 and Zoom
- Willingness to travel regionally in Victoria



Work Culture, safety, and screenings

AAV Environment

We are committed to making AAV a friendly, relaxed and open workplace. Employees contribute organisation-wide, not just to their own program.

All AAV employees are expected to embrace our vision, purpose and values. All employees work towards creating equity in arts and culture for all Deaf and Disabled people.

We are committed to equity and inclusion. We strongly encourage Deaf and Disabled, First Nations, LGBTQIA+ and/or culturally and linguistically diverse people to apply.

If you require assistance with your application, please contact us. We can provide a position description in alternate formats if required.

Employment Safety Screening

Please note that employment safety screening is undertaken for all positions within the organisation as part of its contractual arrangements with government. All employees are obliged to fully disclose relevant information and screening is undertaken as part of recruitment procedures.

Privacy And Confidentiality

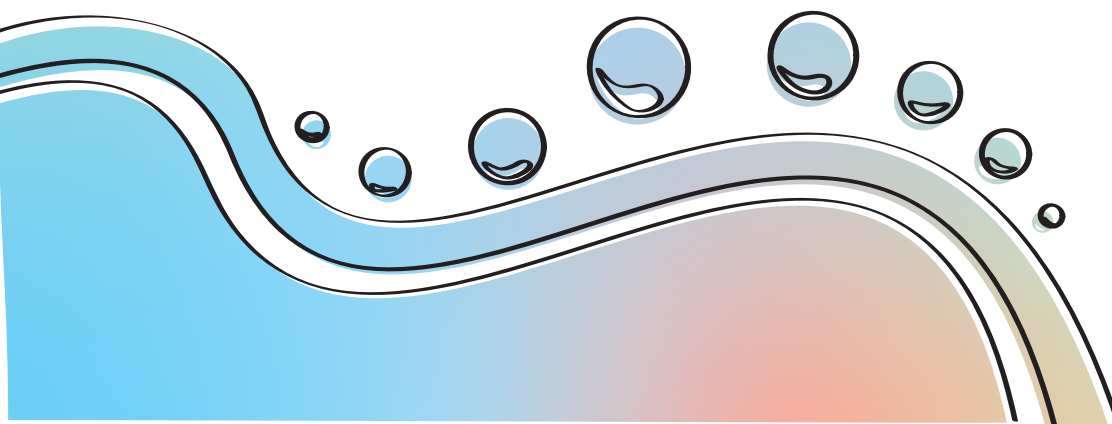
We ensure that all files of personal information are kept secure at all times.

Occupational Health and Safety

Arts Access Victoria is committed to providing a safe and healthy workplace for employees, participants, members and visitors. This relates to all workplaces of Arts Access Victoria, including the offices at 222 Bank Street and all off-site venues.

All employees have some responsibility in making sure Arts Access Victoria abides by the OHS Act (2006).

In particular, all employees will take reasonable care of their own health and safety and the health and safety of others they work with. All employees will also co-operate with Arts Access Victoria to make sure it remains a safe and healthy place to work.



About Arts Access Victoria

We started in 1974 and is the peak body for arts and disability in Victoria.

We are a disability-led organisation that plays a vital role in state, national and international Arts and Culture.

We are the leading force behind a more accessible Arts and Culture sector.

We produce and platform Deaf and Disabled artists, arts workers and creatives work.

Our purpose is to lead cultural equity for all Deaf and Disabled people.

At Arts Access Victoria we:

Raise the profile and participation of Deaf and Disabled people in the creative industries.

Ensure Deaf and Disabled people are in all creative industries as participants, audiences, artists, cultural innovators, influencers and leaders.

Transform the way the creative industries engage with Deaf and Disabled people.

We believe that art can lead to cultural, economic, personal and political change.

We support the development of a vibrant Arts and Culture sector that reflects our society in every way. Where Deaf and Disabled people are in every part of creative industries.

We work to create change and increase Deaf and Disabled people's participation in the Arts and Culture.

You can find out more about [AAV on our website](#).

Address: 222 Bank St. South Melbourne 3205

Phone: 03 9699 8299 (voice only)

0477 860 955 (text or voice)

Email: info@artsaccess.com.au

Website: artsaccess.com.au

Arts Access Society Incorporated

registration number A0007628K ABN 34 192 751 897

Cultural equity for Deaf and Disabled people