

ASSOCIATE PRODUCER (ASO4)

<p>ROLE TITLE: ASSOCIATE PRODUCER</p> <p>CLASSIFICATION: ASO-4</p> <p>EMPLOYMENT TYPE: TERM</p>	<p>TEAM: EXPERIENCES</p> <p>LOCATION: REGIONAL/METRO</p> <p>DATE: OCTOBER 2024</p>
<p>REPORTS TO: Executive Programmer</p>	<p>ROLES REPORTING TO THIS ROLE: Nil</p>
<p>ROLE PURPOSE: Coordinate the delivery of performing arts activity within the Experiences team.</p>	
<p>KEY RESPONSIBILITIES OF ROLE:</p> <ul style="list-style-type: none"> • Coordinate all aspects of assigned projects, ensuring attention to detail across acquittals, budgets, contracts, event safety, evaluations, licenses, logistics, production, reconciliations, scheduling and workshops for tours and events. • Work with each project’s team to ensure seamless production and event delivery. • Cultivate and maintain strong and respectful relationships with a diverse range of artists, producers and community presenters, ensuring clear, timely, and sensitive communication. • Collaborate in the creation and coordination of audience and community engagement initiatives, and provide support for artist development programs, working closely with relevant teams. • Work with the Relationships Team on project marketing plans, ensuring effective communication across all stakeholders. • Support the Executive Programmer where required with all aspects of Performing Arts Programming, including venue and artist liaison, season scheduling, internal communications, and funding applications. • Maintain accurate records, preparing reports, and documenting and sharing the impact of arts and culture. • Actively contribute to organisational goals, including the Reconciliation Action Plan and Equity Plan. . 	
<p>KEY RELATIONSHIPS:</p> <ul style="list-style-type: none"> ▪ Internally: Executive Programmer, Associate Producer, Arts & Culture Leader, Art Centres staff, Experiences, Relationships and Sustainability teams. ▪ Externally: Local and national presenters, producers, artists, arts organisations, funders, delivery partners, stakeholders, and regional community members. 	
<p>SPECIAL CONDITIONS:</p> <ul style="list-style-type: none"> ▪ Occasional intrastate/interstate travel and Out of Hours work may be required. ▪ Hold a current Australian Driver’s Licence. ▪ A Working with Children Check (WWCC) is required. By applying for this role, you consent to being screened for appropriate behaviour and to the Department obtaining or requiring you to obtain a WWCC. ▪ Required to participate in the Country Art’s Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the line manager. 	

KEY SELECTION CRITERIA

PERSONAL ABILITIES/SKILLS

- A self-starter who thrives in a team environment and readily collaborates with others to achieve shared goals. Able to communicate effectively with a diverse range of stakeholders, both verbally and in writing.
- Demonstrates strong active listening skills, cultural sensitivity, and an understanding of culturally safe practices.
- Able to identify problems, develop solutions, and make sound decisions under pressure.

EXPERIENCE/KNOWLEDGE

- Proven ability to manage multiple projects simultaneously, ensuring on-time and within-budget delivery through expert planning, prioritisation, and resource allocation. Extensive experience coordinating all project aspects, with attention to detail across budgets, contracts, logistics, event safety, and deliverables including acquittals, evaluations, licenses, and reconciliations.
- A sound understanding of the needs of artists and communities, with a demonstrated commitment to working respectfully with First Nations artists and communities, and artists and communities from diverse cultural backgrounds.
- Experience with performing arts, touring, and venue operations, and funding opportunities.
- Sound understanding of identifying and mitigating potential hazards, ensuring a safe environment for all.

DESIRABLE:

- A broad understanding of the operational context of the arts industry, an understanding of corporate governance, risk management, intellectual property, procurement, legal and compliance frameworks, WHS and applying sustainable practices
- An understanding of regional South Australia, including the specific needs, challenges, and opportunities in these areas.

YOU DEMONSTRATE OUR VALUES:

Our Values are central to the way we work and are the cornerstones for how we interact with industry, community, business partners, governments, and each other:

- We keep regional South Australia at our core of being informed, led by, and responsive to regional communities **(Place)**
- We generate local and national legacies by embedding artists in regional communities **(Impact)**
- We embrace experiences and perspectives of regional South Australia's diverse communities and address the barriers that stop people getting involved **(Equity)**
- We nurture, celebrate, and showcase creativity from across regional South Australian **(Creativity)**
- We embrace diversity and act with integrity, transparency, and generosity **(Respect)**

WORK HEALTH AND SAFETY OBLIGATIONS:

- Maintain a commitment to the Work Health and Safety Act 2014 legislative requirements.
- Proactively promote and follow workplace safety procedures and contribute to creating a safe working environment.
- Accept responsibility for your own and other's safety.
- Actively participates in consultation about work, health, and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

CORPORATE RESPONSIBILITIES:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the Code of Ethics for *South Australian Public Sector* and their legislative requirements.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. Maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:

Holds Big Picture View at Local and Individual Level

- Sees the big picture and understands how their work contributes to the strategic direction.
- Understands and supports organisational goals and business objectives.
- Responds in a positive and flexible manner to change and uncertainty.
- Identifies, defines and solves problems that may impact on own work objectives.
- Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes.

Achieves Results

- Understands individual and team capabilities and makes effective use of own capabilities.
- Takes into account the associated advantages and disadvantages of a range of options to deliver the best results.
- Understands how work practices are governed by Public Sector legislation, regulations and policies.
- Sees work tasks through to completion with agreed timeframes to achieve quality outcomes.
- Applies specialist expertise of self and others to achieve business outcomes.

Promotes Business Excellence

- Provides support to implement new innovative initiatives and promotes change.
- Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment.
- Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards.
- Promotes a strong customer service culture by understanding needs.
- Assists and supports financial monitoring, procurement and contract procedures.

Builds Positive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns.
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict.
- Works collaboratively and shares information with own team and seeks input from others.
- Builds and sustains positive relationships with team members, stakeholders and clients.
- Confidently communicates messages in a clear and concise manner using appropriate language.

Displays Personal Drive and Professionalism

- Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them.
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner.
- Self-evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others.
- Committed to self-development.
- Contributes to a culture that values and respects diversity and models this in all interactions.
- Ensures standards for the safety and wellbeing of self and others are maintained