

Work with us.

Thank you for your interest in the role of **Producer, Creative Projects & Campaigns** at Diversity Arts Australia. Here's everything you need to know to prepare your application.

Position	Producer, Creative Projects & Campaigns
Location	At the Diversity Arts Australia office in Parramatta, or remotely by negotiation
Reporting to	Lena Nahlous, Executive Director
Working with	Project Producers and Associate Producers, Research & Policy Manager, Learning Designer and Coordinator, Communications & Marketing Coordinator, Business Manager and Development Officer
Position type	Ongoing, 0.8 FTE or four days per week, with a six-month probationary period and standard leave entitlements
Salary details	\$65-75,000pa pro rata, plus statutory superannuation
Employment period	From early 2022, or late 2021 if availability permits
Applications due	12:00pm (noon) AEST Monday 1 November 2021
To apply	Please follow the Application Process below
Targeting	Candidates from culturally and linguistically diverse, migrant, refugee and POC backgrounds. First Peoples and people with disability are also encouraged to apply.
Note	Diversity Arts Australia will also be making direct approaches to encourage a diversity of applicants.

ABOUT US

Diversity Arts Australia (DARTS) is Australia's national voice for ethno-cultural and migrant racial equity in the arts, screen and creative sectors. Our work is underpinned by a human rights ethic, social justice principles, and the belief that a truly diverse spectrum of creative expression and participation is fundamental to a democratic, inclusive and sustainable creative sector, and society.

Informed by our organisational values of Inclusion, Diversity, Collaboration, Participation and Self-Determination, DARTS advocates for and actively works towards an arts sector that reflects the complex diversity of the Australian population – on our screens and stages; in our audiences, our galleries and books; and within boards, committees, and positions of leadership into the future. We support the creative sector to develop practical and strategic ways to influence the stories and cultural landscape of contemporary Australia.

ABOUT YOU

The **Producer, Creative Projects & Campaigns** is a pivotal Diversity Arts Australia role, responsible for the impact and success of our work. Working closely with colleagues in leadership, research, policy, communications and creative roles, the Producer delivers strategic projects such as events, seminars, symposia, audiovisual content and creative work. The Producer also coordinates our advocacy focus, ensuring diverse engagement and lasting impact.

We're looking for a dynamic producer who's committed to cultural diversity in the arts, screen and creative sectors, and ready to take the next step in their career. You'll have a great understanding of the landscape in which we work, a sense of what makes successful creative projects and campaigns, and a dedication towards racial equity.

**POSITION DESCRIPTION:
PRODUCER, CREATIVE PROJECTS & CAMPAIGNS**

Creative projects	<ul style="list-style-type: none"> • Maintain an ongoing engagement with Australian arts and screen productions to understand the changing tone and prominence of cultural diversity, anti-racism and racial equity in the public conversation • With the Executive Director, identify a set of annual strategic priorities for development into creative projects • With the Business Manager, identify funding opportunities and make timely applications • Deliver projects that centre and showcase the work of ethno-diverse Australian artists • Liaise with the Communications & Marketing Coordinator to maximise the reach of each project
Advocacy campaigns	<ul style="list-style-type: none"> • Maintain an ongoing engagement with Australia’s arts advocacy debates in both industry and public contexts to understand the changing tone and prominence of cultural diversity, anti-racism and racial equity in the public conversation • With the Executive Director and the Research & Policy Manager, identify a set of annual policy priorities for development into advocacy campaigns • With the Business Manager, identify funding opportunities and make timely applications • Produce campaigns that are compelling and impactful, centring the voices of Australia’s culturally diverse, migrant and refugee communities • With the Research & Policy Manager, and the Communications & Marketing Coordinator, develop and maintain a metric for understanding and impact of DARTS’ advocacy towards achieving ethno-cultural and migrant racial equity
Public programs	<ul style="list-style-type: none"> • Enhance the reach and impact of DARTS’ projects and campaigns via public programming as best suits the intent of each project • Identify opportunities for collaboration and co-presentation across the diverse sectors in which DARTS operates • Produce events, seminars, symposia, audiovisual content (films, podcasts) and other public program platforms that align with DARTS’ strategic aims
Collaboration, systems and networks	<ul style="list-style-type: none"> • Promote a collaborative production style by actively soliciting the advice of all DARTS staff on all projects, ensuring the broadest diversity of inputs as well as harnessing networks and expertise

	<ul style="list-style-type: none"> • Create and maintain constructive partnerships across Australia, and with growing international partners, to inform and amplify DARTS' projects and campaigns • Present on behalf of DARTS at conferences, events, industry panels and other relevant forums • Create and maintain systems (e.g. G-Suite, Mailchimp, Dropbox) for managing individual projects on time and on budget • Ensure the effective integration of these systems with DARTS' workflow • Maintain a database of culturally diverse artists, talent, and technical and production experts • Maintain excellent documentation of all DARTS projects, campaigns and events • Actively seek efficiencies across all of DARTS' programming to avoid over-stretching organisational capacities, resources and ambitions
<p>Responsibilities shared among all staff</p>	<ul style="list-style-type: none"> • Advance DARTS' Strategic Plan • Participate in strategic reviews and planning • Ensure compliance with Diversity Arts' policies, procedures and Work Health and Safety process • Ensure that all DARTS events are presented safely in alignment with WHS and COVID-safe standards • Assist with the coordination of presentations, meetings and functions • Participate in development and training • Work harmoniously as part of a small dynamic team to support year-round work of DARTS

ABOUT POSITION DESCRIPTIONS

As Diversity Arts Australia evolves to meet the changing needs of our working environment, so will the roles required of all its staff evolve. As such, candidates should be aware that this document is not intended to represent the role that the incumbent will perform in perpetuity. This position description is intended to provide an overall view of the role as at the date of this statement. Position descriptions are reviewed annually as part of the Diversity Arts Australia performance review and professional development program.

KEY SELECTION CRITERIA

To succeed in this role, you will have:

- A strong track record of project producing and undertaking impactful and transformative campaigns
- Highly developed skills in collaboration and artist facilitation, with the ability to draw out and develop valuable ideas and articulate them into projects and campaigns
- Excellent knowledge of creative production across multiple platforms, spanning creative, technical and safety issues
- Good working skills across relevant media production software, including AV editing and desktop publishing (e.g. Premiere Pro, Final Cut Pro, Adobe Suite including Indesign) and cloud-based, digital marketing and social media platforms (e.g. Mailchimp, Facebook, Instagram, LinkedIn, Twitter, G-Suite, Dropbox and others), with the ability to supervise and provide helpful feedback to producers engaged by DARTS
- Strong project management, including planning and time management and experience and knowledge using workflow tools such as cloud-based software (e.g. G-Suite, Dropbox, Notion, Slack and others)
- Strong interpersonal skills and excellent communication skills
- Alignment with the values that inspire Diversity Arts Australia – in particular: experience working with people from migrant, refugee, and/or culturally and linguistically diverse backgrounds, and an understanding of key issues of racial equity and cultural diversity in the creative sector, including the evolution of language around diversity, equity and inclusion.

Desirable

- Abilities in languages other than English are highly valued at Diversity Arts Australia, as is a lived experience of cultural diversity.

ELIGIBILITY FOR EMPLOYMENT

Applicants must have the right to work in Australia. The successful applicant will undergo referee checks and a Police Check prior to commencement, and must have a record eligible to secure a Working with Children Check. Employment is subject to a 6-month probationary period.

APPLICATION PROCESS

1. If after reading through this document and visiting the Diversity Arts Australia website, you have further questions, please email jobs@diversityarts.org.au and nominate three blocks of availability for a phone call, so that we're sure to catch you at a good time to discuss the role.
2. Your application should consist of your one-page letter pitching your interest and fit for the role, your statement responding to each of the selection criteria, your brief CV, and the names and contact details of three professional referees – **emailed as a single PDF document with your name and the position title as the document's name**. Please keep in mind that if you don't address the selection criteria, we won't be able to assess your application.
3. Please email your single-PDF application document to jobs@diversityarts.org.au with "APPLICATION – Producer, Creative Projects and Campaigns" in the subject line by 12:00pm AEST on **Monday 1 November 2021**
4. After the close of applications at **noon on Monday 1 November 2021**, shortlisting will quickly take place, and to maintain the integrity of the process, no late applications can be accepted.
5. While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally – and we appreciate your patience during this time.
6. The first round of interviews will take place on **Monday 15 November 2021**. If you already know that you have some unavailability on this date, you must make mention of this in your letter.
7. If shortlisted, we will contact you by phone with your interview time and location, outline anything you may need to prepare, and request your accessibility requirements and preferred pronouns.
8. All applicants will be notified of the conclusion of the process, and offered a feedback window.