

Project Producer/Coordinator

Fair Play: Equity and Inclusive Practice Project

Job Advertisement

- Located in Melbourne
- Part-time 2-year contract role
- Work your own hours

Contribute to positive change in this part-time two-year contract role, which seeks to support equitable and inclusive practices in the Victorian creative sector.

Diversity Arts Australia is seeking a project coordinator and/ or producer who has experience working in the Victorian arts and creative industries and in coordinating capacity building and/or training initiatives.

Job Information

The role of the Fair Play Producer/Coordinator is to coordinate the Fair Play: Equity and Inclusive Practice Project (Fair Play) delivered across the Victorian arts sector by Diversity Arts Australia (DARTS) and their partners.

The Fair Play project, funded by Creative Victoria, is a diversity and inclusion capacity building program for organisations that receive multi-year funding through Creative Victoria. The program seeks to address barriers to participation by underrepresented groups in Victoria's creative industries, with a focus on three groups: people with a disability, First Nations people, and people from underrepresented cultural and linguistic backgrounds.

You will work closely with the Executive Director, and the Project Team to coordinate contractors, trainers and mentors, oversee a diversity auditing process for participant organisations, facilitate a tailored training program and report on progress. You will also assist in facilitating events, including talks and a sector-wide symposium in early 2019.

Diversity Arts Australia strongly encourages applications from people from First Nations communities, culturally and linguistically diverse communities, or candidates living with disability. We also encourage applications from people who have worked with these communities.

REQUIRED SKILLS & QUALIFICATIONS

- Demonstrated knowledge and experience delivering capacity building programs. Experience in running training and/or mentoring programs is also highly desirable.
- Demonstrated knowledge and experience working with at least one of the three focus groups: First Nations, disability and culturally diverse communities
- Extensive networks within the Victorian arts and diversity communities
- Demonstrated experience establishing and managing a wide range of stakeholders
- Strong communication skills
- Project management skills
- Research skills

ABOUT DARTS:

Diversity Arts Australia is Australia's key organisation promoting cultural diversity across all art forms in Australia. Find out more at: diversityarts.org.au

HOW TO APPLY:

Submit the following before closing date **5pm Friday 4 January**, to info@diversityarts.org.au with the subject line **Equity and Inclusive Practice Project Producer/Coordinator**:

1. A letter outlining your capability to deliver the Equity and Inclusive Practice Project for Diversity Arts Australia based on the attached project deliverables and deadlines.
2. A CV outlining your qualifications and experience relevant to the requirements of the Equity and Inclusive Practice Project.
1. A selection of media (no more than 5 pages/URLs of items) representative of prior work (e.g. media coverage, marketing collateral, documentation)
2. Up to two professional referee contacts who are willing to attest to your work.

FURTHER INFORMATION:

For further enquiries, contact

Lena Nahlous or Andy Ko

info@diversityarts.org.au or 02 8821 9169

JOB DESCRIPTION AND PROJECT OUTLINE

This is a part-time freelance contract role working primarily in Melbourne for project delivery across Victoria, with occasional travel to Sydney required. Applicants for the Fair Play Producer/Coordinator role must be based in Melbourne.

DURATION: Two years commencing in 2019

REPORTS TO: Executive Director, Diversity Arts Australia

PROJECT OVERVIEW:

Diversity Arts Australia's Fair Play Program is a two-year program that aims to make change in the Victorian creative sector at the individual, institutional and structural levels to increase diversity and inclusion in three main streams: cultural and linguistic diversity, First Nations and disability. The program will focus on practices, policies and procedures that contribute to the culture of organisations. A key goal of the program is to address the root causes that lead to inequities and exclusion, and to empower individuals and organisations with the knowledge, resources and support to advance equity and inclusion.

PROJECT PRODUCER/ COORDINATOR ROLE

The Project Producer/Coordinator will oversee the capacity-building program component. This will involve engaging trainers/mentors from First Nations, Disability and culturally and linguistically diverse communities and matching them with organisations to undertake a detailed audit of their current practices and identify their specific organisational needs. Participant organisations use this as a basis to develop Equity and Diversity Plans. The Project Producer/Coordinator will then develop appropriate training and mentoring programs for each organisation, based on identified needs, and training courses currently available to the sector.

The Project Producer/Coordinator will also be responsible for sector-wide consultation, coordinating forums, events and workshops, content dissemination and developing communities of practice as part of the program.

RELATIONSHIPS:

- This role will report to the Executive Director of Diversity Arts Australia for ongoing support and oversight
- The role will coordinate and support Fair Play trainers and mentors
- This role will work closely with the Symposium Producer on the Equity and Inclusive Practice Project Symposium to be held at the end of February 2019
- This role will work closely with the Project Reference Group, DARTS in-house team, Creative Victoria, and the key project partners and stakeholders

KEY DELIVERABLES:

The Fair Play roll-out is divided into: Initial Project Setup, followed by 2 Rounds (2019 and 2020) of Project Delivery with 6 phases each.

1. Project Setup: Survey, Consultation and Symposium

Work closely with the Project Team on distribution of the sector-wide survey and provide key support to the Symposium Producer for the February 2019 Symposium.

The Fair Play Producer/Coordinator will be responsible for:

- Organising Project Reference meetings, including establishing terms of reference;
- Ensuring that the Monitoring and Evaluation framework is embedded into each stage of the project, including developing and finalising evaluation surveys for delivery at key points in the project;
- Undertaking sector consultation, including the distribution of the Diversity and Inclusion Survey to the Victorian arts sector;
- In accordance with the findings of the Diversity and Inclusion survey, engaging culturally diverse, First Nations and the Disability sectors to assist with training plans and program design;
- Identifying and recruiting a pool of mentors from First Nations, Disability and culturally diverse communities and engaging them in the symposium;
- Working with the Symposium Producer to deliver the symposium, to be held on 26 and 27 February 2019 at The Wheeler Centre.

2. Project Delivery Rounds 1 (2019), and Round 2 (2020)

Phase 1: Application and Selection

Working closely with the Symposium Producer and Fair Play Team:

- Developing EOI invitation for potential participating arts organisations, and promoting and distributing it with the aim of recruiting 20 organisations to participate in the training;
- Selecting 20 program participants for the Fair Play program, with 10 to commence immediately in Round 1 and 10 to commence in 2020 in Round 2;
- Matching organisations with relevant mentors to support their audit and mentoring phases.

Phase 2: Audit

Oversee Capacity Building Program Phase 2, including:

- Coordinating and supporting mentors to undertake a full-scale supported audit of the 10 organisations in the current round.
- Coordinating and supporting mentors to develop a report for each organisation including:

- Results of the audit, to be used as the basis for the development of their targeted Equity & Diversity Plan, and serve as the benchmark for organisations' status in terms of engagement with diversity and equity at the commencement of the program
- Key challenges faced by the organisation when engaging with diversity
- Recommendations identifying focus areas of improvement and opportunities

Phase 3: Mentoring sessions

Oversee Capacity Building Program Phase 3, including:

- Coordinating and supporting mentors to deliver intensive mentoring sessions to participant organisations over two weeks to develop their Equity & Diversity Plan.
- Supporting mentors to deliver mentorships, including identifying overarching needs of the cohort and developing masterclasses and training (as required), and training and support sessions for mentors.

Phase 4: Equity & Diversity Plan development

Oversee Capacity Building Program Phase 4, including:

- Supporting mentors and organisations to ensure organisations are equipped to work individually, over the course of four weeks, to develop their Equity & Diversity Plan.
- Facilitating peer mentoring between individual participant organisations to provide support through the process of developing Equity & Diversity Plans.

Phase 5: Intensive modules

Oversee Capacity Building Program Phase 5, including:

- Organising and facilitating specialist trainers to deliver intensive training modules, based on the specific capacity building needs and demands of each organisation identified in their Equity & Diversity Plans, for example in 'programming strategies and commissioning', or 'reviewing physical facilities'. Training may be delivered across a number of organisations. This training will be delivered by existing training providers in the sector, identified through the training audit in Project Setup phase.

Phase 6: Evaluation

Oversee Capacity Building Program Phase 6, including:

- Conducting a survey of program participants to obtain feedback from organisations on the delivery of the program.
- Preparing a report on current round for Creative Victoria.

Year 2

Implement Phases 1-6 for Round 2 of the program for the second cohort of organisations over 2020

3. Sector-wide and Other Initiatives

Symposia

Two annual sector-wide symposia will be held over the course of the program. The first symposium will be a large 2-day event hosted to launch the program in February 2019. The Project Producer/Coordinator will support the Symposium Producer to deliver this event. The second symposium may dovetail with Diversity Arts Australia's national gathering to be held in Melbourne in 2020. The Project Producer/Coordinator will work with the wider DARTS team to provide input into this symposium. DARTS will seek additional funding to host this second symposium.

Diversity and Inclusion Forums

Coordinate 4 Diversity and Inclusion Forums (two in 2019 and two in 2020), open to participant organisations and the broader sector. Themes for each forum will be determined based on participating organisations' focus areas eg. recruitment, governance or audience and programming strategies.

Knowledge Forums

Facilitate knowledge-exchange workshops and masterclasses (Knowledge Forums) for the Reference Group and mentors/trainers. These sessions will be held every 2-3 months to enable the trainers and team to share learnings and findings from program delivery and to facilitate holistic and intersectional approaches.

Training Development

Work closely with the DARTS Lead Trainer to support training development.

Documentation and Reporting

Work with the Team to develop documentation of the project, including written reports, short films, podcasts and other digital resources, as well as to meet the reporting, monitoring and evaluation requirements of the project and compliance with Creative Victoria's reporting requirements.

Milestones and Fees schedule

MILESTONE	EXPECTED COMPLETION BY	PAYMENT ON COMPLETION (% of total fee)
A. Project Setup: Survey, Consultation and Symposium		
A1. a) Reference Group organised and first meeting held b) Audit of Diversity Training in Victorian Arts sector completed c) Evaluation Framework and surveys developed d) Diversity and Inclusion Survey completed (before Symposium event) e) Recruit trainers/mentors from CALD, First Nations and Disability communities f) Launch Symposium with Symposium Producer (26 and 27 Feb)	February 2019	10%
B. Delivery Round 1		
B1. a) Secure 10 organisations for involvement in Delivery Round 1 b) Match mentors/trainers with participant organisations c) Establish Knowledge Forum schedule and hold 1st Forum	March 2019	10%
B2. a) All 10 organisations undertake audit b) Audit report delivered to 10 organisations c) Organisations commence mentorship	May 2019	10%
B3. a) Equity and Diversity Plans completed for all 10 organisations b) Hold 2nd Knowledge Forum	July 2019	10%
B4. a) Intensive Training module phase (August-September) complete	September 2019	10%



b) Combined Diversity & Inclusion Forum and 3rd Knowledge Forum		
B5. a) Round 1 organisations complete b) Delivery Round 1 Progress Report completed c) Delivery Round 1 Participating Organisations surveys completed d) Hold 4th Knowledge Forum	October 2019	5%
C. Delivery Round 2		
C1. a) Sector-wide Symposium (tbc) b) Secure 10 organisations for involvement in Delivery Round 2 c) Match mentors/trainers with participant organisations d) Hold 5th Knowledge Forum	March 2020	10%
C2. b) All 10 organisations undertaking audit and commencing mentorship c) Organisations commence mentorship	May 2020	10%
C3. a) Equity & Diversity Plans completed for all 10 organisations b) Hold 6th Knowledge Forum	July 2020	10%
C4. a) Intensive Training module phase (Augsut-Sepetmber) c) Combined Diversity & Inclusion Forum and 7th Knowledge Forum	September 2020	10%
C5. a) Round 2 organisations complete b) Delivery Round 2 Progress Report completed c) Delivery Round 2 Participating Organisations surveys completed	October 2020	5%

