Position Description

Title: Associate Producer
Position No: E53037
Classification: Band 5
Status: Permanent, Full-time
Hours: 152 hours over four weeks (an average of 38 hours per week)
Division: Community
Department: Creative Culture & Events
Location: Darebin Arts Centre, Preston
Enquiries: Simon Clarke, Coordinator Festival and Events
(03) 8470 8909

This is a designated Aboriginal position. Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position. This action constitutes a special measure under section 12 of the Equal Opportunity Act 2010 (Vic)

About Darebin

Located in the northern suburbs of Melbourne, covering an area of around 53 square kilometres of land and encompassing the areas of Bundoora, Kingsbury and Macleod, Fairfield and Alphington, Northcote, Preston, Reservoir, Coburg and Thornbury, the City of Darebin has a population of 161,609 (2018 ERP). The city has one of the largest populations of Aboriginal and Torres Strait Islander residents in metropolitan Melbourne and is home to one of the largest, most diverse communities anywhere in the State in terms of cultures (close to 33 per cent were born overseas), language (138 languages are spoken), religions, gender, age, abilities, socio-economic background, employment status, occupation, and housing needs. One in five Darebin residents is affected by a disability, and almost one-third of these residents require assistance with daily living. About 6 per cent of the population 16 years and over, identify as bisexual, gay or lesbian.

Council has a clear commitment to equity, diversity and inclusion in all that it does. We acknowledge the role that a workforce reflective of the community plays in delivering services and programs; we recognise that in order to meet the needs of the diverse community we serve we need a diverse workforce with special knowledge and skills. This means that a high-quality workforce, skilled in diversity, equity and inclusion principles and practice, is central for Council to deliver responsive, accessible, equitable and inclusive services across the municipality.

We are an Equal Opportunity Employer and do not discriminate in our selection and employment practices on the basis of race, colour, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organisation, or other non-merit factors. We are committed to providing a safe working environment that embraces and values child safety, and thorough ‘Safety Screening’ processes apply. For all other information regarding the City of Darebin, including our Profile, our Diverse Community, our Values, the Council Plan 2017-2021, Equal Opportunity Employment, Disability Access and Inclusion, the Victorian Charter of Human Rights, and Risk Management, visit our website: www.darebin.vic.gov.au
Our Values

We are Collaborative
We are united by a common purpose to serve the community. We work together, connecting within our teams and across the organisation. We are inclusive and collaborative. We are one.

We have Integrity
We act with integrity and transparency in conversations and decision-making. Through open and clear communication, we build trust. We’re honest. We walk the talk.

We are Accountable
We are empowered to own and take responsibility for our actions. We follow through on our commitments and deliver on our promises. We make it happen.

We show Respect
We are diverse, inclusive, respectful and caring. We encourage everyone to have a voice and we listen to each other. We recognise one another’s contributions and treat people fairly. We look after each other.

We are Creative
We are bold, courageous and innovative. We try new things, experiment and continuously improve. We are open-minded, creative and forward-thinking. We are leaders.

We Make a Difference
We are driven by our desire to make a difference for the people we serve. Our work is purposeful and creates a positive impact for the community. We are proud to work here. Our work matters.
Occupational Health & Safety

To achieve our desired outcome, you will:

- Comply with the Occupational Health and Safety Act, related Regulations and defined OH&S policies, procedures, safety rules and Safe Working Procedures and implement and monitor the organisation’s OH&S policies, procedures, safety rules and programs in the relevant work area to achieve and maintain OH&S standards.

- Monitor health and safety performance and rehabilitation performance within your area of responsibility and initiate actions to improve health and safety, including facilitating rehabilitation of injured workers.

- Review any health and safety related reports and take appropriate action to resolve safety issues.

- Ensure consultation with employee health and safety representatives, particularly on any workplace changes that have health and safety implications.

- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.

- Ensure all employees understand their legal obligation under the OH&S Act and that they receive regular training to perform jobs safely.
**Sustainability**

Council plays a crucial role in contributing to and promoting environmental sustainability both within Council operations and across the municipality by minimising its impacts, leading by example and delivering services and environmental programs. Council has committed to several environmental targets, including a carbon neutral target for Council operations by 2020, improved water quality and sustainable water use and waste minimisation and resource recovery. To achieve our desired outcome, you will:

- Maintain an awareness of resource use in your role and minimise this and seek environmentally preferable options wherever possible
- Carry out your role in line with Council’s Environment Policy and the Environmental Purchasing Code
- Review work practices to identify where changes to practices or technology can improve environmental performance including the provision of services to the community and opportunities to increase environmental awareness

**Excellence in Governance**

Employees of Darebin City Council (Darebin) are expected to read and understand the Excellence in Governance Policy and to conduct themselves ethically, professionally and in accordance with Darebin’s statutory obligations. Employees are also expected to treat others fairly and courteously while being respectful of alternative views and opinions. Darebin is an equal opportunity employer and does not tolerate discrimination, bullying or harassment in any form.

Employees are prohibited from disclosing any confidential information they may acquire during their employment or using such information for any purpose other than for the purposes of Darebin. Further, employees shall not use such information improperly to cause harm or detriment to other staff, people, body or the Council.

Employees shall not engage in any outside employment or activities that impact on their primary employment at Darebin. Employees shall also ensure that any outside employment or activities do not create a conflict of interest and/or duty with their role at Darebin. Where it is unclear whether a conflict of interest may exist, the employee should seek direction from their Direct Manager. Any actual or perceived conflict of interest must be disclosed prior to business dealings or immediately the conflict is apparent. This includes any possible direct or indirect pecuniary interest with a potential external tenderer in respect of goods, services or works tendered by Council.

Employees shall take responsibility for their actions when carrying out duties for Council and protect public resources and assets.

Employees must not make a statement made on behalf of the Council to the media or public unless authorised to do so by the Chief Executive.

Employees shall not discuss departmental business or staff matters with Councillors. If a Councillor requests such information from an employee, the request should be referred to the employee's Manager in the first instance.

As a condition of employment, the successful candidate is expected to sign the Excellence in Governance at Darebin Declaration confirming that they have read and understood and agree to act in accordance with the Excellence in Governance at Darebin Policy.
Position Objectives:

This position works under the direction of the Senior Producer to assist in the design, development and/or delivery of a range of festivals and events within the Darebin Arts annual program.

Reporting Relationships:

This Position Reports To:
Senior Producer 1.0 EFT

Position Reporting to This Position:
Contractors, casual staff and volunteers.

Internal Relationships:
Festivals and Creative Culture & Events employees and the wider directorate, all other employees across Council.

External Relationships:
Contractors, Darebin community members, Darebin Aboriginal Advisory Committee members, individual artists and arts companies, Local Businesses, Sponsors, Funders, Consultants & contractors, Media.

Key Responsibilities and Duties:

• Assist with the implementation and support the delivery of Council’s Creative Culture and Darebin Arts programs, festivals and events.
• Research creative industries to support Festival programming.
• Liaise with artists and companies external to Council.
• Liaise and collaborate with other government and non-government organisations to support the delivery of the programs, when appropriate.
• Liaise and consult with the community for the better provision of Council’s Arts and Cultural Program and initiatives.
• Liaise between the venue, ticketing, production and publicity staff and the artists and companies where required.
• Assist in promoting and publicising Council’s ongoing arts programs, festivals and events.
• Monitor budgets for individual projects and programs.
• Supervise contractors engaged by Council in the provision of aspects of its arts programs, festivals and events.
• Report regularly on work progress to the Senior Producer.
• It is the responsibility of all employees to ensure that their work practices reflect the appropriate risk management and OH&S principles and policies.
• Other duties as directed within the skills and capabilities of a position at this level.

Accountability and Extent of Authority:

• Under the direction of the Senior Producer, effectively plan and organise to undertake the key responsibilities outlined above. This includes setting objectives, strategies and timelines.
• Responsible for the delivery of high-quality cost effective and timely Arts programs and projects.

Judgement and Decision Making:

• Understand the policy and professional context in which the Darebin Arts Strategy 2014-2020 is delivered and implement the program accordingly.
• Understand and be sympathetic to the impact of decisions on the community and implement decisions accordingly.
• Exercise initiative and innovation in approaching all aspects of the position and contribute creative and original solutions to challenges.
Apply a degree of professional skill and judgment when carrying out the key responsibilities and identify and communicate any new opportunities or practices where appropriate.

May involve problem solving using guidelines, professional knowledge or experience, problems may be complex and require some creativity and originality. Guidance and advice is usually available from the relevant manager.

**Specialist Skills and Knowledge:**

- Experience in the planning and delivery of Arts and Cultural projects and programs.
- Knowledge of the Arts and experience in working with artists on the delivery of cultural events.
- Highly developed word processing, database, spreadsheet and desktop publishing skills.
- Financial skills and proven ability to deliver festivals and arts events or programs on budget.
- Experience in the marketing and promotion of cultural projects and programs.
- A good understanding of general occupational health and safety principles and public safety principles and long-term unit goals and that of the wider organisation.
- Well-developed planning, organisational, reporting and documenting skills.

**Management Skills:**

- Skills in managing time, setting priorities, planning and organising one’s own work.
- Demonstrated ability to supervise staff, contractors and volunteers.
- An understanding of and ability to implement personnel practices including equal opportunity and health and safety, training and development.

**Other Relevant Information:**

In accordance with the Australian Fair Work Act 2009, protection from unfair dismissal is subject to a minimum six-month period of employment.

The successful candidate will be required to provide proof of Australian Citizenship or residency status, (including at least a birth certificate or passport), and proof of identity, (Medicare card and/or current driver’s licence).

This position requires a Health Declaration and/or Functional Capacity Assessment prior to an offer of employment being made.

This position requires a satisfactory Police Check result prior to an offer of employment being made.

This position requires a Working With Children Card.

The successful applicant will be provided with all relevant tools and equipment to undertake the inherent requirements of the role. All tools and equipment must be returned to the direct Manager upon cessation of the role.

Darebin City Council is an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion. We encourage applications from Aboriginal or Torres Strait Island people, people with disabilities and culturally and linguistically diverse backgrounds. If you require support or advice with your application, contact the People and Development team on 8470 8204. Reasonable adjustments can be negotiated.

Darebin City Council is a smoke free workplace.
Canvassing of Councillors and Council Officers:

Canvassing of Councillors and Council Officers, either directly or indirectly that may influence the outcomes of this application may be deemed a disqualification.

Enquiries regarding the position, however, can be directed to the nominated contact officer named in this Position Description.

Qualifications, Certificates, Licences, and/or Experience:

- As this is a designated Aboriginal position, only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position.
- Post-secondary qualifications in Arts, Arts Management, Event Management (or related field) and/or relevant experience in the arts, production and/or cultural festivals and events.
- A current Working With Children Card.
- A current Victorian Driver’s Licence.

Key Selection Criteria:

Please note: This is a designated Aboriginal position. Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position.

1. Experience in the successful production and delivery of arts and cultural events, projects and programs on time and within budget.
2. Demonstrated interpersonal skills and proven ability to work cooperatively in the delivery of cultural programs.
3. Demonstrated experience in coordinating and supervising contractors.
4. Demonstrated understanding and commitment to community cultural development and working with a diverse community.

Interpersonal Skills/ Personal Attributes:

5. Well-developed written and oral communication skills.
6. Ability to gain co-operation and assistance from stakeholders and other employees.
7. Ability to facilitate good communication between internal and external stakeholders.
8. Ability to discuss and resolve problems using some creativity and originality.
9. Self-directed, self-motivated and able to work with minimal supervision.
## Inherent Physical Requirement

**Position Number & Title:** Associate Producer, E53022  
**Work Area:** Darebin Arts Centre  
**Summary Tasks:** Office-based position, mainly administrative duties

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<thead>
<tr>
<th>Physical demands of the task and % of time allocated</th>
<th>Never 0%</th>
<th>Occasional 1-33%</th>
<th>Frequent 34-66%</th>
<th>Constant 67-100%</th>
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<td>Sitting</td>
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<td>Standing</td>
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<tr>
<td>Walking</td>
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<td>Steps/ stairs</td>
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<td>Looking Up</td>
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<tr>
<td>Bending spine forwards</td>
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<td>Twisting spine to side e.g. during meetings to view team members</td>
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<tr>
<td>Bending spine backwards</td>
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<tr>
<td>Working with one or both hands above shoulder height</td>
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<td>Reaching forwards or sideways &gt; 30cm from the body</td>
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<td>Gripping or grabbing</td>
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<td>Fine hand coordination e.g. for computer keying</td>
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<td>Lifting floor-waist</td>
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<td>Carrying</td>
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<td>Pushing e.g. of trolleys</td>
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<td>Pulling e.g. of trolleys</td>
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<td>Exerting force with one hand or one side of body e.g. when hole punching / stapling</td>
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<td>Exerting force in an awkward posture</td>
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<td>Holding, supporting or straining</td>
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