

Wild at Heart

Community Arts

POSITION DESCRIPTION

Position: Arts Program Manager – 0.6 Part Time
Reports to: Managing Director
Date: January 2021

Wild At Heart Community Arts

Wild At Heart Community Arts provides opportunities for people with lived experience of mental illness, disability and disadvantage to work with professional artists to tell their stories through music and arts making, belong to a community of fellow artists and engage with broader society through their artistic work.

Songwriting, Music and Artist Development Program

Wild at Heart's songwriting program currently supports a vibrant community of over 60 songwriters from all over Victoria. The program is a safe and friendly space where participants learn skills in songwriting, recording, public performance, broadcast and online distribution. Artists range from beginners through to accomplished songwriters. The program aims to provide a pathway from community based access to music making through to full participation in the music industry.

A team of professional mentors work with participants to develop creative writing, songwriting, musicianship, collaboration, recording, production and performance skills through individual and group based work. The program supports artists to create links with the local music community/industry through open mics, self produced gigs, live music venues, festivals, opportunities for further music study and employment.

Wild At Heart is aiming to expand the program across Victoria, nationally and internationally to build audiences and profile for Wild At Heart's artist original work.

Program Manager Role

The Program Manager will manage all aspects of program delivery and development to achieve these goals.

Employment Basis

The position is offered as a 3 days per week part time position with the potential for expansion depending on funding. Some flexibility of work hours and out of office hours will be required according to the needs of the project.

Pay Rate

The position is benchmarked to the Social, Community, Home Care and Disability Services Industry Award 2010. The position is classified as B.3 Social and community services employee. Level and paypoint to be determined based on skills and experience.

Location

The position will be based at Wild At Heart's North Melbourne office, at the program manager's home office and at project sites in Melbourne and regional Victoria.

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Responsibilities

The Program Manager will:

- achieve program goals and objectives against set outcomes and targets
- recruit, contract and manage artistic mentors and volunteers to ensure a positive team culture and effective delivery of the program
- create and manage relationships with a wide range of stakeholders including participants, partners, funders, music industry and media industry, referral organisations, local and state governments, contractors and employees
- identify and apply for funding for the program and new initiatives
- market and promote the program in social and mainstream media
- manage financial and acquittal processes for the project including with the National Disability Insurance Scheme (NDIS)
- implement impact and evaluation measurement and analysis
- contribute to the broader work of the organisation as required.

Key Selection Criteria

Essential

1. A minimum of 3 years experience in managing music industry, community arts or equivalent projects
2. Established songwriting practice and music industry experience, or equivalent transferable skills and knowledge
3. Excellent capacity to relate to people who have lived experience of mental illness, disability or disadvantage and empower peer led community development
4. Excellent networks within all or some of the disability, mental health, music industry, community arts, government and funding sectors.
5. Professional written, verbal and interpersonal communication skills including persuasive and effective grant writing experience, with a wide range of stakeholders
6. High level administration and work management skills including attention to detail, task prioritisation and capacity to work both independently and as a team contributor.
7. Professional level computer skills in office, design, social media, communication and internet based applications.
8. Current Victorian drivers licence and own vehicle, First Aid qualifications, Police Check and Working With Children Card

Highly desirable

1. Lived experience of disability or mental illness
2. Tertiary qualifications in a field related to community sector project and program development and delivery and/or performing arts event management and production.

Employment is subject to documentary evidence of work rights in Australia. A pre-employment medical check may be requested at Wild At Heart's discretion.