

## POSITION DESCRIPTION

### New Roebourne Creative Producer November 2022

Primary location	Ieramugadu (Roebourne), Western Australia
Reporting to	National Creative Director, National Creative Producer
Working with	Big hART staff, artists, contractors and stakeholders
Position Type	5 days per week, full time position with some weekends
Salary details	\$75,000 - \$77,000 range commensurate with qualifications and experience, plus 10.5% superannuation. Relocation remuneration and housing in Roebourne provided by Big hART.
How to apply	Applicants must follow the Application Process outlined below. Aboriginal and Torres Strait Islanders Australians and international First Nations applicants are strongly encouraged to apply.

Big hART is offering an exciting opportunity to work with Australia's leading arts and social change organisation, as a team member of *New Roebourne*, an innovative and evolving project in the unique Pilbara region. We are seeking a passionate, kind and highly skilled Creative Producer to be based in Roebourne W.A., to oversee the successful delivery of programs and outcomes in the community and support the project's national profile. This creative role requires someone with strong leadership values, exceptional interpersonal and planning skills, a passion for social change, a background in the arts and collaborations on community cultural development projects.

Big hART acknowledges the Traditional Owners of the lands in which we work. We pay respect to Elders past, present and emerging. Always was, always will be Aboriginal Land.

## ABOUT US

Big hART is Australia's leading arts and social change organisation, telling Australia's most invisible stories. Started in North West Tasmania 30 years ago, Big hART has now worked with over 52 communities in regional, remote and urban Australia to great acclaim winning over 45 awards across the arts, government and corporate sectors.

We Make Art - Authentic, high-quality art made with communities.  
We Build Community – Everyone, everywhere has the right to thrive  
We Drive Change – positive, generational change begins as a cultural shift

Big hART began working in Roebourne (Ieramugadu), in the Pilbara region of Western Australia in 2010. Feedback from previous projects such as *Ngapartji Ngapartji* (delivered on APY lands) had reached senior women in Roebourne, and a desire for similar outcomes locally prompted an invitation from the community to develop a project.

After delivering the much-loved *Yijala Yala* project, the creation of legacy project *New Roebourne* is built on this successful community collaboration and comprises a suite of workshops, concerts, video, digital art and music programs delivered simultaneously to build community skills, resilience and pride. Critical to the mission of *New Roebourne* is the delivery high level artistic products built to tour nationally, promoting positive regard for the community, as well as the delivery of programs running from a purpose built Digital Lab offering opportunities for digital inclusion and skills.

Big hART continues to gain guidance in the cultural safety of our workers, and the project and is dependent on our ongoing dialogue with Elders in the community and strong partnerships with local Aboriginal organisations. Big hART has welcomed two senior Ngarluma and Yindjirbarndi people onto our staff and board, who offer cultural guidance and will form a point of reference for the employment process and cultural inductions for all new staff working in Roebourne.

[www.bighart.org](http://www.bighart.org)

[www.newroebourne.bighart.org](http://www.newroebourne.bighart.org)

## **KEY AREAS OF RESPONSIBILITY**

### **Creative Producer**

#### *Funding and Partnerships*

- Lead / support the delivery of funding opportunities and relationships for *New Roebourne* – across government, corporate and philanthropic
- Lead / support the cultivation of new funding prospects
- Lead the delivery of project acquittals and reporting

#### *Profile and amplification*

- Seek and support opportunities to place Roebourne content and events in national forums
- Act as a key liaison for arts forums (eg festivals, galleries and museums)
- Liaise with Big hART publicist to manage project media needs

#### *Community and Participants:*

- Lead / support the development and maintenance of local community partnerships

- Ensure collaboration with local Aboriginal organisations and corporations
- Support community engagement, in response to creative and delivery requirements of the New Roebourne programs
- Support the mentorship and work practice of local trainee positions

*Team and Program:*

- Lead the workflow of the project team and support the recruitment of new staff
- Support the design and delivery of the workshop and events program through mentorship, facilitation, and cohort engagement

*Artists and Creative*

- Ensure the delivery of Big hART's creative direction throughout *New Roebourne* program and outputs, locally and nationally
- Support the induction of artists into the project, and creative briefing processes

*Program Administration*

- Assist with budgeting and other program administration where required
- Maintain systems that support the safe storage of physical and digital assets
- Lead systems of reporting, documentation and evaluation

## **DESIRABLE SKILLS, ASSETS AND EXPERIENCE**

A highly skilled Creative Producer, with a passion for social change and art, who understands the subtlety required for community development through intercultural activity, and can foster strategic opportunities for the community to thrive. Joining an already experienced team on the ground, the role requires the following skills and experience base:

- High-level written and verbal communication skills
- Demonstrated awareness of cultural sensitivity and experience working in an intercultural context
- Background in arts producing, community development, NFP sector and/or other types of community work
- Willingness to learn and grow in a responsive community and cultural development project
- Demonstrated understanding of community consultation and delivery of projects and special events, particularly related to remote, regional and First Nations communities
- Demonstrated experience working with multiple stakeholders and partners, at a local and national level
- Ability to work collaboratively with a team of highly skilled producers, locally and nationally, to achieve goals together
- Ability to set priorities and work under pressure
- Demonstrated capacity to use initiative, resourcefulness and the ability to

- think creatively about complex challenges
- Collaborative, flexible, pro-active personality that can remain agile in changing conditions
- Current Working with Children check and valid (manual) driver's license

Big hART is committed to equality, inclusion and diversity as an employer. We aim to reflect the varied needs, expectations and culture of all members of our community. Our recruitment processes are fair and do not discriminate against any applicants on the grounds of gender, gender identity, disability, race, religion or belief, parental status, age or sexual orientation.

### **Timeframe**

Initial period: Immediate start for a minimum 12 month contract, based in Roebourne WA, with potential to extend.

### **Application Process**

When after reading through this document and visiting our website, if you have further questions about the role, contact Sam Hawker at [sam@bighart.org](mailto:sam@bighart.org).

Please send your application consisting of a covering letter (two pages max) that includes the following points:

1. Your passion and experience in arts / social change projects
2. Your interest / experience in programs for First Nations people
3. A similar project or outcome that you are proud of, and why.

A brief up-to-date CV, and the names and contact details of three professional referees – emailed as a single Word document or PDF with your name and the position title as the document name

Applications to be sent to Sam Hawker, National Operations Manager at [sam@bighart.org](mailto:sam@bighart.org) by **Friday 23 December**. Shortlisting will quickly take place, with interviews held promptly in person where possible or on Zoom.