



**FOUR WINDS & NATIONAL MUSEUM OF AUSTRALIA
ABORIGINAL CREATIVE PRODUCER POSITION**

*PD slightly amended with reference to project location since first posting. Address to both versions accepted.

Four Winds is seeking descendants of the traditional custodians of the cultural lands encompassed from Gulaga Mountain to Eden.

Temporary identified position:

- One post at 3 days per week
- 3 month position review – position extension review dependant
- Applicants must be available to commence July 1, 2019

Aboriginal Creative Producer

Line Manager: Executive Director

Purpose

The purpose of the role is to be the conduit between Four Winds representatives and the relevant local Aboriginal NSW South Coast communities whilst scoping a suite of creative activities that can contribute to the Four Winds 2019 and 2020 festival program.

The activities identified, in collaboration with interested and committed Aboriginal individuals/families/clan groups/organisations from the relevant NSW South Coast will strengthen and maintain Aboriginal culture through their artistic presentation within Four Winds' 2019 and 2020 program and at relevant community events.

Duties and Responsibilities

The duties and responsibilities of this role are to:

1. Liaise extensively amongst Aboriginal individuals/families/clan groups/organisations from within the relevant NSW South Coast communities to identify, prioritise and develop an artistic program, implementation strategy and work within the associated budget for their creative involvement in the Four Winds Festivals program for 2019 and 2020. The artistic program must be scoped within the first three-month period (September 30, 2019).
2. Collaborate with relevant Aboriginal creative contributors and Four Winds, to identify creative projects that will contribute to: the Four Winds Youth Music Festival 2019, the Four Winds Convivium 2019, the Four Winds Easter Festival 2020.
3. Identify capable and committed artists/creative individuals/families/clan groups/organisations from the relevant NSW South Coast Aboriginal communities to deliver and present the artistic program
4. Develop and implement a production plan for the presentation of the above-mentioned artistic program.
5. Extend, strengthen and deepen the relationship and understanding between Four Winds and the NSW Far South Coast Aboriginal communities,
6. Identify activities that will expand the cultural capability within Four Winds

7. Support relevant local Aboriginal communities to engage with all aspects of the National Museum of Australia's Cultural Connections Program
8. Create appropriate documentation, correspondence, budgets and record keeping relevant to areas of duty.
9. Undertake National Museum of Australia (NMA) training, as required and requested by Four Winds and the NMA.
10. Perform other duties as required.

Position Requirements

- This position is an identified position for the employment of and capacity building for an Aboriginal person.
- Demonstrated and sound knowledge of the relevant NSW South Coast region's Aboriginal social, cultural, environmental heritage and communities.
- Demonstrated willingness and commitment to liaising widely amongst individuals/families/clan groups/organisations from within the relevant NSW Aboriginal South Coast communities.
- Strong communication skills, particularly when working in a cross-cultural environment and presenting and engaging with a wide range of community views
- Demonstrated capacity and maturity to realise and support artistic visions that emerge from the "grassroots" by may not reflect the ACP's own artistic sensibilities and style
- Demonstrated leadership in another creative development role or in a similar environment;
- Demonstrated strong arts administrative, planning, producing and project management skills.
- Demonstrated strong time management and ability to work within short time frames.
- Demonstrated strong organisational skills and ability to work within and actively contribute to the successful functioning of a small team
- A preparedness to represent and be a positive ambassador for the Four Winds visions and values (see attached) and to work within the financial parameters set by the Board and Executive Director
- Ability to obtain a Blue Card – Working with Children
- Current Class "C" Driver's Licence.
- Availability of and willingness to use personal car for work purposes with reimbursement costs provided
- Capacity to travel away from home for short periods at regular intervals

Selection Criteria

Qualifications, Knowledge and Experience

- Demonstrated and sound knowledge of the relevant NSW South Coast region's Aboriginal social, cultural, environmental heritage and communities. With a willingness, history of and commitment to liaising widely amongst individuals/families/clan groups/organisations from within this region's Aboriginal communities.
- Qualifications and/or equivalent experience in creative event management or a relevant field.

- Relevant experience in working with community members in planning community or cultural events.
- Demonstrated strong administrative experience.
- Demonstrated ability to work in a team environment.
- Strong communication skills.
- Demonstrated proficiency in using office equipment and computer software programs including Microsoft Office, Microsoft Word, Microsoft Excel.
- Ability to work and communicate effectively with a diverse range of community groups and other stakeholders.
- Current "Positive Notice" (Blue Card) for Child Related Employment (or the capacity to obtain).
- Current Class C drivers licence.

Workplace Standards

- Compliance with Four Winds Concerts' Code of Conduct, Policies and Procedures.
- Provision of high-level communication capabilities with internal and external customers.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Not disclose or use confidential information other than in appropriate situations with duly authorised persons.
- Promote and maintain a positive, professional image for Four Winds Festivals activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Conduct all business transactions in an ethical, friendly, efficient and professional manner.
- Must be willing to travel in connection with the position.

Workplace Health and Safety

- Complying with Four Winds Concerts' Workplace Health and Safety Management System.
- Complying with all documented Workplace Health and Safety Policies, Procedures, work and verbal instructions issued by Four Winds Concerts' and its officers.
- Following procedures in the areas of hazard and risk management and injury prevention strategies.
- Maintaining a safe and healthy work environment.
- Performing all work and associated functions in a safe manner.
- Identifying hazards, conducting risk assessments and taking corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedure.
- Reporting and assisting with the investigation of all incidents within the workplace, including minor injuries, near hit and property damage.
- Attending any specific training courses supplied by Four Winds Concerts and National Museum Australia.
- Working in a manner that will not endanger themselves, other employees or the public.
- Being familiar with the location of first aid treatment areas, fire protection facilities and evacuation procedures.

Report any concerns for WH&S to your supervisor.



Organisational and Reporting Relationships

- Reports to the Four Winds Executive Director
- Liaises with Four Winds Festivals staff and officers, Board, Indigenous community stakeholders and organisations and the public.

5 EXTENT OF AUTHORITY

- The incumbent will take responsibility for sound and effective decision-making and outcomes, directly related to their primary objectives and key duties.
- Working with the Four Winds Executive Director (ED), Create and Inspire Producer, Artistic Director (Festival AD) and Producer – Events, Marketing and Promotions Manager and Volunteer Coordinator;