

SUMMARY POSITION DESCRIPTION_ COMMUNITY PROGRAMS COORDINATOR

COMPANY OVERVIEW_

MISSION

To create quality performing art, employment and social engagement for and with young people in Melbourne's outer north.

VISION

Driven by its new wave of emerging artists, OUP presents the complex face of contemporary Australia.

VALUES

Diversity: To instil a culture of respect for the enormous diversity of humanity - diversity of race, culture, class, religion, gender, sexuality, age and ability in all that we do.

Courage: To inspire the courage to tell stories and create art that challenges the status quo of our society.

Resilience: To develop an organisation that is a permanent vehicle for creative expression in our outer northern community.

Social Justice: To use cross sector community cultural development practices, advocacy and alliances to achieve measurable change and impact in the lives of participants, their families and communities.

Excellence: To aim for high artistic standards and elicit maximum engagement from staff, participants, artists, stakeholders and audiences.

Education & Employment: To impart professional and leadership skills and support genuine vocational training and employment for young people in the outer north.

PROGRAM CONTEXT_

The Community Programs Coordinator will be working primarily across three key Outer Urban Projects program areas.

COMMUNITY ACCESS

A free community access program offering quality weekly tutorials in dance, music and writing across contemporary, cultural, street and classical forms in well-supported community development partner settings.

SOCIAL ENTERPRISE

Outer Urban Projects' fee for service social enterprise that provides workshops and performance packages in contemporary, cultural, street and classical art forms by emerging and established artists for corporate, philanthropic, government, community, education and arts clients.

PATHWAYS

The pathway program offers emerging artists and arts workers diverse training and employment opportunities.

AREAS OF RESPONSIBILITY_

COMMUNITY ACCESS COORDINATION

- Support Artistic Director in contracting tutors delivering the program.
- Weekly liaison with venues and community partners.
- Coordinate cultural community development and program support staff to attend tutorials.
- Coordinate registration of participants.
- Manage communication with tutors.
- Manage the collection and analysis of participation data.

SOCIAL ENTERPRISE COORDINATION

- Be the main point of contact for clients.
- Liaise with Artistic Director and as needed Executive Producer around choice of artists and repertoire fulfilling client requests.
- Liaise with clients to identify the requirements of each event.
- Issue contracts and schedules to clients and artists in a timely manner.
- Coordinate the receipt of feedback from clients and artists.
- Work with Artistic Director and Executive Producer to develop a range performing arts packages.
- Refine performance packages based on client feedback and/or market demand.
- Attend events to support the delivery of the social enterprise performances and workshops.
- Support emerging artists from the community access program to transition into the social enterprise and other company programs.
- Ensure a healthy cross-section of artists are working on the social enterprise program.
- Manage the availability and rostering of the pool of established and emerging artists who work on the social enterprise.
- Ensure that all artists involved in the social enterprise have received appropriate induction and training.
- Maintain clear communication with all artists, partners and the Outer Urban Projects team on each event.
- Send out invoices and liaise with debtors as required.
- Assist in the collection and filling of receipts and financial records.
- Manage the collection of payroll, tax and superannuation information from contractors and casual staff.

PATHWAYS COORDINATION

- Work with the Executive Producer and Artistic Director to develop and document formal pathways for all participants and emerging artists engaging with the company.
- Coordinating data collection from participants.
- Seek and identify opportunities for participants to link into further training and employment opportunities.
- Liaise with cultural community development and program support workers to assist in identifying participants needs.
- Liaise with Artistic Director and Executive Producer on internal and external development opportunities.

SELECTION CRITERIA

ESSENTIAL

- Proven high level program management skills with experience in managing and coordinating ongoing partnerships, marketing, budgeting and evaluation.
- Extensive experience working in Community and Cultural Development contexts.
- Demonstrated high-level communication skills with the ability to effectively communicate with all OUP stakeholders, from participants and their families to commercial clients and funders.
- A proven ability to effectively manage and roster a group of casual staff or volunteers.
- A demonstrated track record of working independently and autonomously, driving successful outcomes in line an organisation's goals.
- A passionate belief in the social benefit provided by community focused arts and a demonstrated ability to identify community need and deliver empowering solutions.
- Proven capacity to work effectively and collegially within a small team.

DESIRABLE

- The ability to communicate effectively in a language other than English.
- Experience in working with diverse young people and communities across race, culture, religion, class, gender and ability.