

Wild at Heart

Community Arts

POSITION DESCRIPTION

Position: Arts Program Manager – Part Time
South Melbourne Songwriting Program

Reports to: Managing Director

Date: December 2019

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, to belong to a community of fellow artists and engage with broader society through their artistic work.

Life Is A Song is Wild At Heart's state-wide songwriting program. The program presents workshops, events, community and music industry activities to support songwriters to create original work, record and perform their songs. The programs aims to improve participant's personal well being, community connections and life opportunities.

Songwriting and Music Program

Wild at Heart's South Melbourne songwriting program supports a vibrant community of over 30 songwriters. The weekly workshop program is a safe and friendly environment where participants learn skills in songwriting, music and music industry including how to record and prepare songs for performance, broadcast and online distribution.

A team of musician mentors and volunteers work with participants to develop individual songwriting, group participation and peer leadership. The program supports artists to create links with the local music industry through open mics, self produced gigs, live music venues, festivals, opportunities for further music study and employment.

Program Manager Role

The Program Manager will manage all aspects of program delivery and development.

Employment Basis

The position is offered as a 2 days per week part time position. Some flexibility of work hours and out of office hours will be required according to the needs of the project.

Pay Rate

A competitive and attractive rate of pay will be negotiated with the successful applicant, based on experience, qualifications and prevailing market rates.

Location

The position will be based at Wild At Heart's North Melbourne office, at the project site in South Melbourne and at various locations around Melbourne for events and gigs.

Responsibilities

The Program Manager will:

- be responsible for the achievement of program goals and objectives
- work with the artistic facilitator, mentors and volunteers to ensure a positive team culture and effective delivery of the program activities

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- create and manage relationships with a wide range of stakeholders including partners, funders, music industry and media industry, referral organisations, local and state governments, contractors and employees
- recruit, contract and manage artistic and other personnel, including volunteers
- identify and implement marketing, promotion and media opportunities
- manage the program financial and acquittal processes for grant and other funds, including with the National Disability Insurance Scheme (NDIS)
- manage risks to ensure a safe environment for all involved
- implement impact and evaluation measurement and reporting
- contribute to the ongoing development of the program
- identify and apply for funding for the program and new initiatives
- contribute to the broader work of the organisation as required.

Key Selection Criteria

Essential

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

Highly desirable

1. Tertiary qualifications in a field related to community sector project and program development and delivery and/or performing arts event management and production.

Persons with a disability or mental illness who meet the selection criteria are encouraged to apply.

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.