



## **POSITION DESCRIPTION**

**Position:** Arts Program Manager – 0.8 Part Time  
**Reports to:** Managing Director  
**Date:** February 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 and Artist Development Program**

The songwriting program supports a vibrant community of over 60 songwriters from all over Victoria. The program is a safe community and professional learning environment for people to tell their stories through songwriting, recording, performance, online distribution and broadcast. Initiatives include the annual Unmuted Festival where artists reached over 200,000 listeners during mental health week 2020. Artists range from beginners through to accomplished independent songwriters. The program provides 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.

The artist development program aims to build a strong cohort of artists with disabilities in the local music industry. It provides mentoring and training for artists from the songwriting program and beyond to develop their careers, a strong peer community, access to and participation in the music community / industry. This is a new program with scope for the arts program manager to contribute significantly to its design and development.

Both programs are co-designed and led by participants and peer artists. The arts program manager will work closely with and support peer leadership

Wild At Heart is aiming to expand the programs 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 4 days per week part time position with the potential for expansion to full time 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.4 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.

### **Responsibilities**

The Program Manager will:

- deliver an empowering, educational and enjoyable program of workshops and mentoring in songwriting, music and artist development
- 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 5 years experience in managing community arts program or equivalent clearly transferrable experience can be substantiated
2. Established songwriting practice, professional musician and music industry experience, or equivalent clearly transferable skills and knowledge can be substantiated
3. Demonstrated understanding of disability rights, disability arts practice and community cultural development
4. Demonstrated successful grant writing and/or fund raising experience
5. Strong networks within all or some of the disability, mental health, music industry, community arts, government and funding sectors.
6. Professional written, verbal and interpersonal communication skills with a wide range of stakeholders



7. Professional administration and work management skills, including accompanying information technology skills, both independently and as a team contributor
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 disability rights and disability arts, community cultural development, community development, community arts, performing arts, arts management and related fields

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.