



## **POSITION DESCRIPTION**

**Position:** Arts Program Manager – 0.8 Part Time  
**Reports to:** Managing Director  
**Date:** July 2021

### **Wild At Heart Community Arts**

Wild At Heart creates opportunities and pathways for and with all people who experience personal and systemic injustice, exclusion and stigma to tell their stories through music, develop as artists and have autonomous, equitable access as makers and contributors to music culture.

### **Songwriting, Artist Development and Wild At Heart Records**

The songwriting program supports a vibrant community of over 60 songwriters from all over Victoria. The program is a safe, accessible and professional learning environment for people to tell their stories through songwriting, recording and performance.

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 to develop their careers and access the music industry. This is a new program with scope for the arts program manager to contribute significantly to its design and development.

Wild At Heart Records aims to be a fully accessible and disability led label to support the making and distribution of artist work and provide artist management services.

All 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 artists' 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 until December 2021 with a further contract depending on performance and funding.

### **Pay Rate**

The position is benchmarked to the Social, Community, Home Care and Disability Services Industry Award 2010 with classification 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:

- achieve program goals and objectives against set outcomes and targets
- work with participant and peer artists to support disability led and co-design
- manage the design and delivery of an empowering and educational programs in songwriting and artist development
- lead the implementation and growth of Wild At Heart Records
- recruit, contract and manage professional music 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 with stakeholders, mainstream and social 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 music industry and community arts program or equivalent clearly transferrable experience
2. Established songwriting practice and/or music industry experience, or equivalent clearly transferable skills and knowledge
3. Demonstrated understanding of disability rights, disability arts practice and community cultural development
4. Demonstrated successful grant writing and/or fund raising experience
5. Professional communication, administration and work management skills
6. 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.