

Position Description

Program Producer

Title of Position	Program Producer
Type of Appointment	2-year contract, full time at 37.5 hours per week
Responsible to	Artistic Programs Manager

OVERVIEW

Connecting art, artists, and community, Guildhouse leads a bold and diverse visual art, craft and design sector, positioning artists at its core.

Guildhouse works with artists, craftspeople and designers, government and industry, to build skills and knowledge. Together, we create opportunities for meaningful, sustainable careers in the creative sector. As the peak body for art, craft and design in South Australia, Guildhouse engages and supports artists with creative and career development programs such as residencies, mentorships, one-on-one advice, tailored business skill development, network development and exhibition opportunities.

Guildhouse presents a thriving program of events and initiatives, partnering with South Australia's key institutions such as Art Gallery of South Australia, University of South Australia, Flinders University Museum of Art, Museum of Economic Botany and more.

The Guildhouse Program Producer plays a vital role in delivering artistic and career development initiatives in conjunction with our partners. Working closely with artists, industry and cultural partners, the Program Producer will play a key role in supporting the delivery of mentorships across the Catapult and reVision Tech Mentorship programs. The Program Producer will also ensure the smooth and successful delivery of workshops and residencies and exhibition curation through the ART WORKS program in collaboration with the City of Adelaide, and Yungondi program with the University of South Australia.

The Program Producer will prepare associated evaluation tools and program acquittal reports, working closely with artists to collate required evaluation, reporting and invoices.

You will demonstrate an excellent connection to contemporary artistic practice and great relationships with artists and practitioners, exceptional interpersonal skills, written and verbal communication. You will also have strong project and time management skills with demonstrated attention to detail. You will also have experience working within a team, sound project and time management skills and the ability to work independently.

Guildhouse's small and dynamic team is based in the Lion Arts Centre in Adelaide's creative West End.

Guildhouse is an equal opportunities workplace and persons who identify as Aboriginal and/or Torres Strait islander, or from other diverse cultural backgrounds, are encouraged to apply. Persons with lived experience of disability are also encouraged to apply.

This role is a contract aligning to partnership funded programs.

BACKGROUND

Our vision is for creative professionals to have sustainable careers and the contribution they make to our rich cultural environment be recognised and valued by our community.

Guildhouse is a not-for-profit incorporated association with a 50+ year history. We have over 1000 members across diverse areas of contemporary practice and all stages of career as well as arts organisations, businesses and Guilds.

Our values:

- We are artist-led
- We nurture diversity
- We are connected

Our programs strive to develop artistic and professional excellence, supporting the professionalisation of artistic practice. We develop and promote opportunities that take artists out of their traditional studio practice and support them to extend their work through collaboration, research and experimentation in new environments, and develop new work that is presented to new and diverse audiences.

Our creative and career development program is essential to our membership and engagement with the sector.

KEY RESPONSIBILITIES

1. Coordinating successful delivery of Guildhouse mentorship programs including Catapult and reVision tech programs.
2. Implementation of Guildhouse's artistic and career development program, particularly partnership funded programs – the ARTWORKS residencies, workshop and exhibition program and curating the research themed UniSA Yungondi exhibition program.
3. Artist liaison: working with members engaged in Guildhouse programs to achieve utmost outcomes, including the aforementioned programs
4. Co-mentoring the ART WORKS Early Career Curator position and supporting them to be successful in curating the annual program of exhibitions at Adelaide Town Hall.
5. Project coordination: logistics coordination of program delivery including timely implementation

- of program evaluation and review.
6. Program administration: preparation of acquittal reports and documentation for program funders and communication purposes
 7. Working collaboratively across the program team to support the team for success.

Some out of hours work will be required with Time Off In Lieu awarded

KEY ATTRIBUTES AND CAPABILITIES

1. Excellent interpersonal and communication skills
2. Dedication to excellent service, time and budget management
3. Project management skills
4. Proficiency in various software and management systems
5. Good connections to artistic practice in South Australia
6. Trusted, authentic and self-aware.

SELECTION CRITERIA

Essential

1. Tertiary qualifications and/or demonstrable experience in visual arts/arts administration or related area.
2. Demonstrated experience working with artists
3. Demonstrated experience in administering and delivering programs for diverse audiences
4. Demonstrated ability to work to a deadline and within budget
5. Excellent time management and organisation skills with a strong focus on outcomes
6. Excellent written, verbal and communication skills
7. Demonstrated ability to work effectively within a small team

Desirable

1. Experience in critical arts writing and other forms of content development in an arts context (including editing arts content)
2. Experience in preparing stakeholder/acquittal reports