

Creative Learning Producer

Company Information Canberra Youth Theatre is one of the leading youth arts companies in Australia. We create opportunities for young people to collaborate, develop their artistic skills and create pathways to the professional arts sector. We advocate for and amplify the voices of young people, providing a space for them to discover and express their creative selves. We produce powerful theatre where young artists ignite urgent conversations, challenge the forces that shape them, and invite us to see the world from new perspectives. Canberra Youth Theatre is the voice of youth expressed through intelligent and challenging theatre.

Position Profile The Creative Learning Producer will be responsible for developing Canberra Youth Theatre's training workshops (weekly, holiday and emerging artist programs), education programs for schools, and expanding a dynamic and engaged community of young and emerging theatre makers from across the ACT and surrounding regions.

The Creative Learning Producer's key strategic priority is to expand the company's arts education programs, including in-school workshops, Professional Learning for teachers, and production-based educational activities and resources to encourage and develop young artists, support drama education, and produce activities that will generate additional sources of revenue to support the company's artistic programs.

The Creative Learning Producer will cultivate strong relationships with teachers and schools across the ACT and surrounding regions, and increase local and regional engagement with the arts through Canberra Youth Theatre's programs.

They will manage our team of Workshop Artists, ensuring appropriate policies and practices are implemented to ensure a safe, inclusive workplace, and positive engagement with young people, schools and communities.

The Creative Learning Producer will collaborate with the entire Canberra Youth Theatre team in the planning, execution and evaluation of programs, and contribute to the realisation of the strategic and artistic goals of the organisation.

This is a major role within the Canberra Youth Theatre team, working effectively with various stakeholders including parents, young people, professional artists, schools, teachers, and partner venues.

Position Title Creative Learning Producer

Reports to Artistic Director & CEO

Direct Reports	Workshops Coordinator, Workshop Artists
Key External Relationships	<ul style="list-style-type: none"> • Young people and their families • Teachers, schools, and the education sector • Arts organisations and venues • Contracted casual Workshop Artists
Position type	Part-time 0.8 FTE (30 hours per week)
Hours of Work	Monday – Thursday, 10:00am – 5:30pm (flexible, by negotiation)
Contract Term	Permanent part-time employee, with a four-month probationary period
Salary	\$52,000 (0.8 FTE, \$65,000 pro-rata) Standard leave entitlements, plus superannuation
Start Date	15 January 2024
Location	Gorman Arts Centre - Batman Street, Braddon, ACT
Special Conditions	Due to the nature of this role, this position may require additional hours and work outside of normal office hours in peak periods, especially during productions, compensated with time off in lieu. Canberra Youth Theatre reserves the right to update and or/change the details of this job description to meet the changing needs of the company, in consultation with the successful applicant.
Additional Information	Canberra Youth Theatre is an inclusive organisation, committed to providing a platform for diverse voices across all levels of our organisation. We encourage applications from First Nations people, those who are culturally and linguistically diverse, people of all abilities, and people from LGBTQIA+ communities.
Applications due	Applications will be reviewed as they are received, with a final closing date of 10am on Monday 4 December. Interviews from 7 to 8 December.
Work Requirements	<p>Canberra Youth Theatre is a child-safe organisation and committed to the safety and wellbeing of all young people accessing our programs. The successful applicant will be required to obtain and maintain the following:</p> <ul style="list-style-type: none"> • Current Working With Vulnerable People and Working with Children Check registrations. • Current First Aid Certificate.
How To Apply	<p>Applicants should submit the following as one single PDF document:</p> <ul style="list-style-type: none"> • A two-page pitch that speaks to the Key Duties and Skills Required below, why you are a suitable candidate, and what you bring to the role. • A current CV. • Contact details of 2 referees. <p>Applications should be emailed with <i>Creative Learning Producer</i> in the subject line no later than 10am on Monday 4 December 2023 to luke@canberrayouththeatre.com.au</p> <p>If you would like to discuss the position in more detail, please contact Luke Rogers by email on luke@canberrayouththeatre.com.au</p>

Key Duties

Creative Learning Management

- Develop and produce a cohesive creative learning program for Canberra Youth Theatre, in line with its strategic plan, ensuring that artistic standards and targets are met.
- Develop and strengthen relationships with teachers, schools, artists, partners, ACT and NSW education departments, and other key stakeholders.
- In collaboration with the Artistic Director & CEO, engage professional artists to deliver our training and education programs.
- Coordinate financial arrangements with freelance artists, contractors and companies as required, and collaborate with the team to manage assigned budgets effectively.
- Support the team to identify and explore opportunities for funding creative learning programs.
- Work to promote and develop school audiences for productions, prepare education resources, workshops, and post-show Q&A sessions.
- Be responsible for the creation and execution of evaluation tools for programs, ensuring data and feedback from evaluation informs future programming and decision-making.
- Collate data for reporting requirements, and prepare relevant reports to the Artistic Director & CEO and Board as required.

Education and Schools Engagement

- Develop, produce and implement drama education programs that support school curriculum, and increase the engagement of Canberra Youth Theatre with schools across the ACT and regional NSW.
- Develop and devise Workshops By Design programs, in line with the specific needs of schools, through teacher and arts industry consultation.
- Develop, implement and manage a new focus area of TQI and NESA accredited Teacher Professional Development programs for teachers in the ACT and surrounding NSW region.
- Maintain working relationships with ACT teachers, Drama Australia, Drama NSW, and peers across the national sector, to develop and expand networks and the profile of Canberra Youth Theatre's education and training programs, and productions.
- Maintain a current knowledge of national and international arts education trends, and best practice educational strategies and resources.
- Identify the needs of the local education sector and explore opportunities for collaborations and partnerships that further Canberra Youth Theatre's impact.

Workshops Program

- Design, manage and deliver Canberra Youth Theatre's training programs for young and emerging artists, working to ensure growth, expansion and reach across the ACT and surrounding regions.
- With the support of the Workshops Coordinator, manage all artists related to the workshop program, including onboarding and inductions, preparing contracts, coordinating professional development training, organise rostering and replacement staff when necessary.
- Support Workshop Artists and guest teaching artists to deliver the goals of our workshop programs, assessing their performance and outcomes, and acting as a key contact to provide assistance when needed.
- Administrate the financial aspects of the workshops program, including liaising with the Administrator regarding budgets, Workshop Artists' payments, verification of timesheets, invoices, and payments from participants.
- Manage the company's scholarship programs and effectively liaise with community partners.
- Work with the Workshops Coordinator to ensure up-to-date and accurate enrolment, attendance, and payment records are kept, and coordinate End of Semester Performances.

Stakeholder Relationships

- Develop contacts and maintain excellent relationships with teachers, artists, and education, arts and community partners.
- Liaise with current and prospective participants and their families, and effectively communicate the content of programs.
- Work with the Marketing and Engagement Manager on the marketing and promotion of workshop programs to ensure that participation and revenue targets are met.
- Attend relevant industry events and act as an ambassador for Canberra Youth Theatre.
- Foster partnerships and networks locally and nationally to assist with the development of creative learning programs.
- Update and maintain the company database of schools, artists, and community partners.
- Attend meetings with artistic and administrative staff as required.
- Provide general assistance and organisational support for productions and special events as required.

Compliance and Duty of Care

- Maintain exceptional standards of duty-of-care for young people.
- Ensure that artists who work on creative learning programs hold valid Working With Vulnerable People and Working with Children clearances, are suitably inducted, briefed and have positive, productive and enjoyable work experiences.

- Develop and maintain Canberra Youth Theatre's protocols on working with young people and monitor compliance with these protocols across creative learning programs.
 - Manage and create inclusive routes and access into our training programs for young people who are neuro diverse or have a physical or a learning disability.
 - Assist in the development of organisational policies and procedures.
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Skills Required

Essential

- At least two years' experience working in an arts and/or education role, and demonstrated experience in developing engaging and innovative creative learning programs for young people.
- Excellent interpersonal skills, an ability to lead projects, and strong organisational skills with the ability to plan and prioritise workload.
- Strong administration and communication skills (written and verbal) with the ability to engage with a broad range of stakeholders.
- Strong commitment to providing a child-safe environment, to equal opportunities, and a sensitivity to issues concerning working with schools and young people.
- A passion for young people, education, the performing arts, and the ability to think creatively.
- Current First Aid Certificate, and both Working with Vulnerable People and Working with Children registrations (or willingness to obtain prior to employment).

Desirable

- Qualifications and experience in education/teaching and learning with relevant qualifications in drama/theatre studies.
 - Understanding and familiarity with the Australian Curriculum.
 - Experience in the performing arts.
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