
VACANCY ANNOUNCEMENT

POSITION: CREATIVE PRODUCER/PROGRAM MANAGER – MULTICULTURAL WOMEN'S HUB

ICE is seeking a dynamic Creative Producer/Program Manager to guide the establishment of an ambitious multi-venue/cross regional Multicultural Women's Hub Program that uses creativity, digital innovation and community engagement to build social and economic independence and employment for multicultural women in Western Sydney.

- Title: *Creative Producer/Program Manager - Multicultural Women's Hub*
- Reports to: Executive Director
- Contract: 1 Year (with option to renew pending funding)
- Hours of work: Full-time | Five days per week (38 hours)
- Commencement: May 2016
- Salary and Benefits: \$69,800 plus super along with salary packaging option (SACS Level 6)

(NB: As a non-profit organisation with a Public Benevolent Institution tax status ICE offers a salary packaging option of up to \$15,900)

Information & Cultural Exchange (ICE): Community. Creativity. Connection

ICE is a Western Sydney based arts organisation providing specialist services in:

- Community engagement
- Screen arts and digital media
- Arts training and professional development
- Creative enterprise development.

THE POSITION

The Creative Producer/Program Manager will develop, implement and manage a range of projects for a new generation of multicultural women, empowered with confidence, capacity and choice to forge more engaged and fulfilling lives, move from the periphery and emerge as leaders and change-makers within their families, communities and beyond.

PURPOSE OF POSITION:

To deliver a unique synergy of creativity, social enterprise development and community engagement that engages, empowers and employs multicultural women from Western Sydney.

KEY RESPONSIBILITIES AND DUTIES:

1. Program Management

- Develop/manage community engagement activities that engage CALD women.
- Develop/deliver creative training programs to support the establishment of participant run creative/social enterprises.
- Design and facilitate digitally focused education/learning opportunities.
- Coordinate creative and educational activities that support the development of English and digital literacy.
- Broker employment/training opportunities for multicultural women.
- Undertake reporting as required.
- Oversee the coordination of program and activity based evaluations.
- Develop a work plan and ensure alliance with the ICE Business/Strategic Plan.
- Contract and manage casual/contract personnel as required.
- Coordinate project advisory/consultation group.
- Develop/manage program budget.

2. Funding and Partnership Development

- Develop/maintain diverse industry project partnerships.
- Develop/maintain effective working relationships with community members, services, funding agencies and relevant networks.
- Develop/maintain relationships across a range of sectors (arts, cultural, community, business, education and government).
- Support the management of relationships with funding bodies as required.
- Represent ICE professionally and ethically in forums and meetings as required.

3. Marketing and Audience Engagement

- Assist the Digital Marketing Officer to develop/implement project marketing.
- Develop and implement project based audience engagement strategies.
- Manage project based social media platforms as required.
- Develop content/text and design briefs for all project and activities.

4. General Position Duties

- Develop/deliver program work plan in compliance with the ICE Strategic Plan.
- Assist in strategic planning and reviews.
- Work flexible hours, including weekend work when required.
- Attend staff, team and other meetings, events and training as required.
- Provide bi-monthly written reports.
- Undertake other duties as required.

SELECTION CRITERIA:

Candidates must address each of the Essential Selection Criteria. In particular, outlining their relevant experience at a senior level and giving examples where relevant to illustrate their experience.

Essential

1. Tertiary qualifications and/or equivalent in education, community cultural development or a related field, or substantial experience in a similar role.
2. Project coordination experience in an arts and community-based setting.
3. Knowledge of needs of women from CALD backgrounds living in Western Sydney.
4. Ability to meet deadlines, manage projects and budgets.
5. Demonstrated cultural respect and understanding of issues facing culturally diverse communities (in particular Western Sydney).
6. Excellent communication skills.
7. Ability to work in a team.
8. Capacity to work flexible hours, including evening and weekend work.



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Desirable

1. Knowledge of a language(s) other than English.
2. Own a vehicle and hold a current NSW Drivers License.
3. Excellent digital literacy skills.

There is a three-month probationary period for this position. We encourage women and people from Aboriginal and Torres Strait Islander and culturally diverse backgrounds to apply.

NB: Employment will be subject to:

- A satisfactory National Police Check and a Working with Children Check.
- Valid working visa (where appropriate).

How to Apply: Written applications must include your **response to selection criteria, resume, cover letter** and **2 referees** (these will not be contacted without your prior approval). NB: Only applications that address the **selection criteria** will be considered. NB: Previous applicants should not apply.

Forward applications:

John Kirkman
Executive Director, Information and Cultural Exchange
Email: hr@ice.org.au
Ph: 02 8821 9157

Closing Date for Applications: 4pm, Friday 29 April, 2016

Enquiries:

John Kirkman
Executive Director, Information and Cultural Exchange
Ph: 02 8821 9157



*"Funding for this **Multicultural Women's Hub/s** has been provided by the NSW Government through Multicultural NSW".*