

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Creative Programming Team Leader	
<b>Classification:</b> Band 6	<b>Effective Date:</b> February 2025
<b>Reports to:</b> Venue Manager The Round	<b>Tenure:</b> Permanent

### About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships. We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



# WHITEHORSE CITY COUNCIL

## Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

The Creative Programming Team Leader coordinates the development and delivery of performing arts programming and utilisation for The Round.

The position will coordinate and develop the venue's entrepreneurial curated programs, as well as ensuring commercial and community venue hire is maximised.

The position will grow and diversify its performing arts audience, develop education and engagement opportunities with various sectors across the community, and ensure revenue targets are achieved.

## Key Responsibilities

### *Position Specific Responsibilities*

#### Leadership & People

- As a member of the leadership team, provide expertise and best practice thinking to continuously improve service delivery to all stakeholders (internal and external).
- Provide leadership and management of the Programming team.
- Provide leadership in venue policies, bookings and relationships with hirers, stakeholders and partners that contribute to high utilisation of the venue and a positive visitor experience.
- Responsible for responding, diffusing and resolving complaints that have been escalated to this position.

#### Visitor Experience

- Ensure a diversity of offers that position The Round as a contemporary leading performing arts centre and destination in the region for arts and culture.
- Create a culturally inclusive program and environment with accessibility and outreach to community members including CALD, LGBTQIA+ and First Nations communities.
- Oversee education and engagement programs to ensure participation from various sectors across the community.
- Attend The Round season events and programs to ensure quality presentations and exceptional patron experiences are upheld.

### Planning, Programming and Sponsorship Strategies

- In liaison with the Venue Manager coordinate annual performing arts programming that is relevant to the Whitehorse community.
- In liaison with the Venue Manager coordinate the venues engagement, education and access programming.
- Develop partnerships with major creative, commercial and local producers, to bring relevant programming to The Round.
- Actively pursue opportunities with the community to enable performing arts projects to be developed with the centre.
- Provide opportunities for local artists and creatives to build their capacity, knowledge and foster pathways into the sector.
- Identify and develop a diverse range of sponsorship opportunities, and manage sponsor and partner relationships
- Work closely with the Festivals team in the creation of Festival programming.
- Increase attendances and participation (physical and virtual), through innovative and targeted programming.
- Identify opportunities for external funding and prepare submissions in accordance with Council's direction and policy as required.

### Finance, Contracts & Reporting

- Exercise budget management and develop key processes and financial timetables to ensure all programs are executed within budget.
- Administer contracts and arrangements with external providers to ensure performance and compliance.
- Review and analyse the performance of presenter programs, including the setting and recording of benchmark measures.

### Compliance, Safety & Emergency Management

- Supervision of public safety during shifts, acting as Chief Warden, calling an evacuation or an ambulance as required.
- Out of hours work is required for this role to deliver services and events.

### *Corporate Responsibilities*

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

### **Authority**

#### Budget:

- The position is responsible for the creative programming budget and creative space revenue targets in consultation with the Venue Manager.

#### Staff responsibility:

- The position is responsible for the management and leadership of the Programming Team.

#### Decision Making:

- Provides leadership and management of the Programming team and reports regularly to the Venue Manager The Round.
- Demonstrated well developed ability to procure artistic product and services including the management and negotiation of contracts and projects.

- The position has the authority to operate within Council policies and procedures and is governed by clear objectives and budgets.
- Provides input into relevant policies and procedures and plays a key role in developing guidelines for the daily operation of Programming.
- Authority to make decisions regarding day-to-day management of the position.
- Decisions of a politically sensitive nature must be referred to the Venue Manager.
- Work with the Programming team to identify, develop and implement business improvement methods. Evaluate the effectiveness of improvements.
- Accountable for the establishment of positive relationships and effective communication with Council partners, including arts and creative industry organisations, as well as other key stakeholders.
- Guidance and advice are usually available if required.
- Accountable for monitoring and reporting of budgetary items.

### Key Relationships

- Demonstrated ability to build positive working relationships within the Programming Team and wider team at The Round.
- Liaise with counterparts in the industry, other organisations and with staff, with the ability to discuss and resolve issues.
- Establish positive relationships with Council partners including artists, art groups, industry groups, community groups and volunteers.

### Skills and Attributes

#### Qualifications/Certificates/Licences and Experience

- Degree or diploma in a related field plus experience in performing arts programming or lesser formal qualifications and extensive relevant experience in performing arts programming.
- Experience in developing, programming and implementing relevant arts and cultural initiatives within a performing arts centre context that engage an audience diverse in age, gender, cultural identity and ability.
- Experience developing business relationships, sponsorships and partnerships.
- Excellent written communication skills to produce various written communications as required.
- Demonstrated problem-solving skills.
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.
- Working with Children Check.

#### Technology

- Well-developed skills in MS Office.

#### Interpersonal

- Excellent communication and interpersonal skills to liaise effectively with Council partners and a range of other key stakeholders.

#### Leadership/management

- Demonstrated leadership and management skills to effectively manage a small dynamic team.
- Ensure staff are adequately trained in their job responsibilities and provide development opportunities.
- Positive, self-starter with strengths in priority setting, organising and forward planning.

### Key Selection Criteria

1. Degree or diploma in a related field plus experience in performing arts programming or lesser formal qualifications and significant relevant experience in performing arts programming.
2. Experience in developing, programming and implementing relevant performing arts and cultural initiatives within a performing arts centre context which engage audiences diverse in age, gender, cultural identity and ability.
3. Demonstrated leadership and management skills to effectively manage a small dynamic team.
4. Experience developing business relationships, partnerships and sponsorship.
5. Excellent communication and interpersonal skills to liaise effectively with a range of key stakeholders.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Performed sometimes	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms		Performed sometimes	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.		Performed sometimes	
<b>Standing</b> Tasks involve standing in an upright position		Performed sometimes	
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height		Performed sometimes	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects		Performed sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another		Performed sometimes	
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body		Performed sometimes	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.		Performed often	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence		Required	

**Any other relevant comments:**