

<b>Job Title:</b>	Creative Producer, Public Programs
<b>FTE:</b>	0.6 FTE, 22.5 hours per week
<b>Salary:</b>	\$58,000 per annum, pro rata + 9.5% superannuation
<b>Reporting relationship:</b>	Reports directly to Assistant Director, Program and Audiences Direct reports casual event staff, artists and contractors

### **About the role**

The IMA is looking for an innovative and highly organised Creative Producer, Public Programs to deliver public programs and events at the IMA. Working closely with internal personnel and external stakeholders, this role is both curatorial and logistical. You will be passionate about connecting audiences to contemporary art and embedding the IMA in the Brisbane cultural community.

Each year the IMA delivers a breadth of public programs, including talks, screenings, guided exhibition tours, live performances, book and exhibition launches. The Creative Producer, Public Programs oversees these activities and manages their delivery in collaboration with other team members.

You will build and draw upon networks in the field of Australian and international contemporary art, as well as related fields such as music, film, and design. You will also proactively build partnerships with community groups to reach new audiences. The Creative Producer, Public Programs will relish a fast-paced and changeable environment, be self-motivated, flexible, resourceful, and will possess the ability to remain calm under pressure.

This is a hands-on position in a small team, where you will be expected to work across all aspects of event planning and delivery. Please note that this position involves evening and weekend hours. To meet the objectives of the role, flexible working arrangements can be negotiated.

### **Key Accountabilities:**

#### **Public Programs**

- Research and develop an annual program of events that will interpret and complement IMA's exhibitions and associated programs. This includes onsite and digital programs
- Implement public programming strategies for audience growth and diversity that align with the IMA's broader strategic objectives
- Pro-actively develop relationships with communities, businesses and stakeholders
- Coordinate the logistics and delivery of public programs, including contracts, scheduling, run sheets, staffing and COVID-Safe guidelines
- Coordinate technical requirements for the professional presentation of IMA's public programs including booking AV technicians, supporting technology set up, recording and photographic documentation of programs

- Oversee installation of required event furniture (stage, lectern, seating, projection wall, bar, etc), specific to each event
- Prepare copy and promotional material for the publicity of public programs and events
- Draft program briefs and speech notes to support program delivery
- Maintain public programs related communications with staff, participants, and stakeholders
- Coordinate and supervise small teams of casual staff to deliver the program events including technicians, artists, performers, bar staff and volunteers
- Ensure programs and events are created with access, equity and inclusion in mind and that the events can be accessed by people with disabilities or access needs. This includes ensuring duty of care, safety, access and participant/staff wellbeing is part of all program development and delivery
- Liaise with JWAC staff, external contractors, artists and speakers to coordinate event delivery
- Coordinate and book the travel and itinerary arrangements of visiting public programs participants
- Assist Retail Manager and other staff on event delivery
- Facilitate community engagement programs, that connect the IMA to non-arts audiences

**Administration and Finance**

- Manage annual public programs budget, including income and expenditure
- In consultation with the Assistant Director, Program and Audiences, set annual income targets and implement strategies to achieve or exceed
- Prepare high quality monthly/annual reports
- Manage and track public program attendance and surveys
- Regularly report on all areas of responsibility
- Undertake profitability analysis of all programs, ensuring programs are financially sustainable

**Additional Tasks**

- Attend any IMA, stakeholder and industry events as required
- Assist on other IMA event delivery eg Annual Gala or venue hires
- Any other duties as directed

**About the IMA**

The IMA is Australia's longest running contemporary art gallery, and a national leader in the visual arts sector. We play a crucial role in Queensland as the largest independent gallery in the state, and the only Queensland member of Contemporary Arts Organisations Australia.

Each year the IMA presents an ambitious annual program of exhibitions, concentrating on commissioning new works by contemporary artists and connecting them with wider audiences. We also present extensive public programs including talks, tours, symposiums, workshops, as

well as educational initiatives for young people and adults. Complementing these activities is the IMA's longstanding and nationally recognised publishing program, that contributes new research to the field of Australian contemporary art and artist practices. These initiatives are tied together through a compelling online presence which includes a dynamic website featuring exhibitions, events, podcasts, e-store, and an interactive archive.

### **About IMA Public Programs**

The IMA is nationally recognised for its high-quality public programs that connect diverse audiences to our broader artistic program. Our public programs offer thoughtful points of entry into our exhibitions, alongside opportunities to gain professional skills, unpack challenging ideas, and engage with contemporary artists in person.

We are passionate about increasing access to contemporary art, and presenting programs that support different ways of learning, understanding and experiencing art and culture. Strategic initiatives and targeted programming at the IMA aim to engage new audiences, enhance accessibility, and include communities and individuals from diverse backgrounds.

Over the past nine months, the IMA has used web-based platforms as a way to engage audiences during COVID-19 restrictions. Over the coming year, we intend to build upon this and expand our global reach by offering digital programs in the form of podcasts, livestreaming and online-exclusive events, to complement our extensive onsite activities.

### **About you**

We are looking for an applicant who is passionate about the visual arts and connecting ideas, artists and their practices to our wider audiences. A dedicated and motivated individual, you will curate and deliver engaging events, that are well-organised and connect people to contemporary art in innovative ways.

You will possess excellent project management skills, and the ability to build strong relationships, both internally and externally, with artists, speakers, community groups and event staff. Your track record of working collaboratively in a cultural context will set you apart, as will your practical, hands on approach.

### **Selection Criteria** **(Essential)**

- Demonstrated experience delivering public programs or events, preferably within a cultural organisation
- A knowledge of contemporary visual arts or related fields
- Highly motivated and passionate about working with diverse communities and audiences
- Excellent project management skills, including the ability to manage staff and delegate tasks
- Outstanding interpersonal, relationship management and communication skills

- Strong organisational processes and time management skills, as well as the ability to problem solve under pressure
- Ability to work independently and as part of a small team
- Experience in managing budgets, including applying for and acquitting grant funding
- Able to work flexible hours, including evenings and weekends

**(Desirable)**

- Experience in education sector and/or in an education role within a cultural institution
- Working knowledge of digital event delivery
- Prior experience in the community development sector
- Knowledge of technical requirements such as projectors, laptops, internet connections and audio, ability to trouble-shoot equipment failure
- Ability to edit audio, video and oversee livestream events
- Current RSA and First Aid certificate

**Application Process**

- For more details, including the position description, please visit the IMA's website
- The IMA is also recruiting an Education Manager. Applications from individuals who are able to fulfill the requirements of both positions will be considered for a full-time appointment. Please submit one application that addresses both selection criteria should you wish to apply for the full-time role
- If you have further questions about the role, please contact Liz Nowell, Executive Director, on (07) 3252 5750
- Applications must consist of a one-page cover letter, two-page (maximum) response to the Selection Criteria, a CV, and the names and contact details of three professional referees emailed as a single Word document or PDF with your name and the position title as the document's name
- Applications should be sent to Liz Nowell, Executive Director, at [recruitment@ima.org.au](mailto:recruitment@ima.org.au) by **Wednesday 24 March 2021**. Shortlisting will take place soon after and interviews will be held on **Monday 29** and **Tuesday 30 March 2021**. If you are unavailable on these dates please note your alternate availability in your cover letter.

The IMA values diversity in the workplace. Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ+ people and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.