

Job Description

Role: Creative Producer, Experimenta

Term: 3 Days Per Week

Location: ACMI X Lvl 4, 2 Kavanagh St, Southbank

Reporting to: Managing Director, Experimenta

Based on \$80,000 (pro rata) + 10.5% super

Experimenta's vision is for a world shaped by art+tech. We champion new frontiers through art+tech by empowering artists to experiment with technology, generating creative possibilities and unearthing emerging art forms.

We are seeking a qualified Creative Producer who will be responsible for delivering our artistic program (exhibition programs and special projects), working with our creative team to design and support the organisation's artistic vision.

This exciting new role will see you successfully build on Experimenta's 35-year history and lead it in exciting future directions.

Position Overview

This role will develop experimental art programs driven by technology. This will include managing artistic projects, programs and venues to meet our strategic outcomes, funder requirements and artistic vision.

This role will continue to manage the current triennial exhibition of *Experimenta Life Forms* and develop the associated programs which will tour until 2024, while also creating the 2024-2026 exhibition tour plan with the creative team and managing other key programs, such as *Experimenta Social*.

This role is tasked with securing new venues and associated contracts and managing the installation and de-installation at venues across the triennial.

The role is initially for 7-months with the potential to extend into a longer-term position, reviewed again in mid-2023.

The successful candidate will be trusted to use initiative and dive right in to the role. You will combine experience in curating, exhibition management and touring, program development and delivery, excellent communication and interpersonal skills, and a commitment to supporting contemporary art forms and artists. You will be highly skilled at liaising with production teams, artists and stakeholders – with excellent budget, timeline and quality tracking knowledge. This is a key role that requires a level of maturity in regard to managing workloads and decision-making.

This person will join and inspire a small, dedicated, passionate team working across finance, administration, artistic development and delivery, marketing and communications.

Intent of Position Description

This job description summarises the major duties and responsibilities performed by staff in this role. As Experimenta is a small agile arts organisation, all employees and contractors are required to be flexible and do other duties from time to time.

Key Selection Criteria

- 5+ years of industry experience working in the arts/creative industries with experience managing multidisciplinary artistic programs
- Proven project management skills – including producing detailed project plans, budgets, timelines, and the ability to roll out plans through regular communication with other staff, volunteers, artists and stakeholders.
- Excellent collaborative and interpersonal skills in a client-facing setting
- Initiative, flexibility, accountability and a proactive self-starter
- Demonstrated experience in exhibition management and programming in a contemporary art organisation, museum or public gallery, including advanced knowledge of exhibition installation methods and techniques
- Knowledge of Occupational Health and Safety requirements in the workplace
- Tertiary Qualifications in arts, arts management, technical and production or a related field.
- Excellent attention to detail
- High level of written and verbal communication skills
- Experience in working successfully with established and emerging artists

Desirable

- Strong planning and time management skills, with the ability to work independently
- Proficient skills in Adobe Creative Suite, Office Suite, and WordPress are desirable.
- Experience in digital media and horizon technology

Primary Responsibilities

The core focus for 2022 to 2023 is the management of the Experimenta Life Forms and existing programs, developing the 2024 Tour program and managing Experimenta Social – our industry-speaking events. This includes both online (digital) and in-person programs.

Key Responsibilities

- Manage the operational aspects of the tours and programs, including workflow, project schedules, preparing proposals, reports and correspondence and budget tracking
- Development and delivery of programming of Experimenta's current exhibition tour program, *Life Forms*, inclusive of launches, workshops, and gallery talks
- Management of tour venues, including acquiring, contracting, installation and de-installation
- Draft exhibition plans and liaise with venues, creative director, curators, and brief install teams.
- Research, design and development for Experimenta's next artistic program, including securing venues, artists, partners and suppliers
- Identify, source and manage artists, including contracts & deliverables and tech riders & equipment.
- Manage sub-contractors and staff as required
- Maintain and apply OHS policies and procedures for artistic programs
- Manage audience and program evaluation for each program
- Deliver industry events for Experimenta Social, inclusive of managing speakers, and production team

EXPERIMENTA

General

- Develop relationships with potential and existing presenting partners, including galleries, performing arts venues and festivals, to ensure high-quality and efficient presentation of work
- Develop relationships with existing and new potential suppliers, including where new in-kind suppliers could be found, such as freight, hotels etc.
- Manage and maintain the network of contacts with the Company's collegiate arts, digital media, science & technology and design organisations.

How to Apply

Please send a one-page cover letter, a statement addressing the key selection criteria (up to two-pages) and your curriculum vitae (CV) to experimenta@experimenta.org. The closing date for applications is **5pm on November 14, 2022**. Please note the closing date is subject to change, as Experimenta is keen to fill the position and may fill the position sooner if we find the right candidate. We recommend applying ASAP.

Experimenta is an organisation that celebrates inclusion and diversity. We want our organisation to reflect a future we wish to be part of, one that is inclusive of a cross-section of experiences, cultures, skill sets, and backgrounds. Experimenta encourages applications from First Nations people, those from culturally and linguistically diverse backgrounds, LGBTQIA+ people, people with disability and/or who are d/Deaf or hard of hearing.