Position description
Head of Programming, Arts House

Position details

Division: Business Economy and Activation
Branch: Creative Melbourne
Reports to title: Creative Programming Lead
Position No: 30594
Classification: 6
Financial management: $1.25 million per annum (Expenditure); $0.25 million per annum (Revenue)
Total people: 4 (FTE) + Contractors

Positions directly reporting into the Head of Programming:

- Program Manager (1 FTE)
- Creative Producers (2 FTE)
- Associate Producer (1 FTE)
- Contracted producers and specialists

Primary skill pool: Program Management
Secondary skill pool: Interdisciplinary Arts Curation

Team context

The Creative Melbourne Branch aims to strengthen Melbourne by supporting and enabling creative and learning opportunities through leadership, investment, service delivery, programming, infrastructure, engagement and support. The branch:

- Develops, delivers, manages, and interprets creative infrastructure for the community.

- Produces and presents arts projects, programs, events, festivals, and experiences.

- Supports the creative and knowledge sectors through grants, subsidies, services, and spaces.

- Engages our networks through creative policy, strategy, coordination, audience engagement and the sharing of best practice.

- Promotes greater creative sector investment, as well and community participation in services and programs.

The Creative Programming team sits within the Creative Melbourne branch and manages venue-based arts programming at Arts House, ArtPlay and SIGNAL. City of Melbourne has been a longstanding global leader in arts programming, embodying a unique role as both enabler and presenter. Through these programs, the City of Melbourne offers dynamic and relevant creative programming, participation, and learning activities. Our programs are:

- Arts House supports artistic development and commissions, produces, and presents experimental and contemporary performance and interdisciplinary art.
- ArtPlay develops and presents contemporary performance, installations, and participatory work by, with and for children (ages 0-13 years) and families.
- SIGNAL is a multi-art form creative studio for young people 14-25 years delivering workshops, residencies, and new work commissions.

These programs deliver on principles outlined in the Creative Programming Framework, which guides the decisions we make around commissioning, presentation, and delivery of artist development and community creative learning and participation programs. The framework emphasises equity and access, guided by a community and artist focused ethos.

Arts House is Melbourne's centre for contemporary and interdisciplinary performance. The Arts House team is responsible for activating North Melbourne Town Hall and the adjacent Warehouse building, as well as outreach programs beyond these facilities. The program encompasses producing and presenting

contemporary interdisciplinary creative works and providing development opportunities for independent artists. Arts House cultivates partnerships with other cultural and community partners, funders, and industry networks to maximise the impact and relevance of the program to the creative community and audiences.

Culture and Values

City of Melbourne aspires to a culture which is humanistic and encouraging, self-actualising, affiliative and achievement focused. We focus on culture because we know that a constructive culture is good for our wellbeing as well as our ability to deliver high quality outcomes.

We measure our performance against the desired culture using the Human Synergistics tool, the "Organisational Culture Inventory" (OCI).
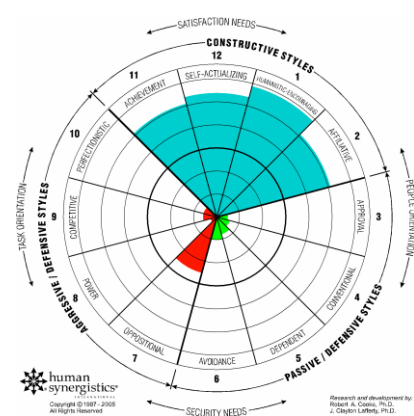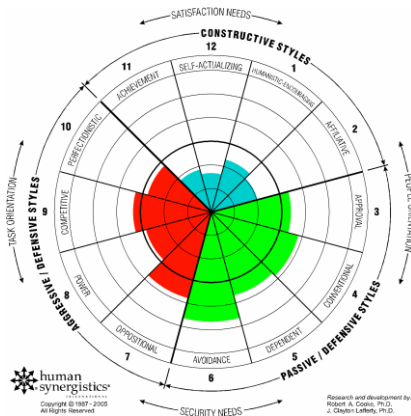
Our ICARE values (integrity, courage, accountability, respect, and excellence) are the foundation for our behaviour for ourselves and our teams.

INTEGRITY — Be honest and reliable, have integrity

COURAGE — Speak up, have courage, make things happen

ACCOUNTABILITY — Act with accountability, be responsible for what you do and how you do it

RESPECT — Be inclusive, stay open, value every voice, establish respect and collaborate

EXCELLENCE — Display excellence, work with energy and passion achieving the best results

Position purpose

The Head of Programming is responsible for conceiving, developing and overseeing the delivery of an outstanding and relevant artistic program aligned to the vision and purpose for Arts House, and the principles outlined in the City of Melbourne's Creative Programming Framework and Creative Strategy.

The Head of Programming encourages experimentation and innovation and enables new forms of performance and interdisciplinary art to be tested and presented at Arts House. This position leads a creative team of producers, artists and specialists that deliver the Arts House program.

The Head of Programming leads Arts House's engagement with diverse and high calibre artists, growing and developing varied audiences, connecting with the local community in North and West Melbourne, and building investment in the program. In addition, this position ensures Arts House's commitments to

communities as outlined in the [Disability Inclusion Action Plan](#) and [Equity-Builder](#) anti-racism plan are embedded in the artistic program.

Position accountabilities

Creative leadership and programming:
- Lead the strategic, long-term planning and development of the Arts House artistic program.
- Oversee the delivery of a dynamic artistic program in line with the Creative Programming Framework, Creative Strategy, and relevant objectives of the [Council Plan](#).
- Supervise the commissioning and delivery of sector development initiatives for independent artists, new artistic works, and the planning and production of events and presentations.
- Initiate opportunities for artistic collaborations through strategic partnerships with local, national, and international organisations.
- Maintain a strong focus on community engagement and developing opportunities for underserved artists and audiences as outlined in the Arts House Equity-Builder and Disability Inclusion Action Plan.

People management:
- Lead the Arts House creative team with City of Melbourne's values at the centre of everything you do.
- Model and maintain a constructive team culture.
- Attract, develop, and retain outstanding employees who share our values and ambitions to be a leading organisation for a leading city.
- Lead, guide, and manage your team to foster a culture of continuous improvement and drive accountability and excellence in outcomes through coaching, mentoring and empowering team members and direct reports.
- Be a strong team player, working collaboratively and constructively across the organisation and externally to deliver shared outcomes.
- Respect the values of the community and the diverse skills, values, and backgrounds of team members.

Community building and stakeholder engagement:
- In consultation with the Creative Programming Lead, develop and maintain key strategic funding and sponsorship relationships where they relate to Arts House initiatives.
- Work across the Arts House team to cultivate trust and engagement with the North and West Melbourne community, and communities of artists and audiences aligned to Arts House programming and artistic priorities.
- Act as media spokesperson for the artistic program.

Industry and Council advocacy:
- Represent Arts House at relevant industry events, conferences or performances and act publicly as "the face of" Arts House in specific publications and forums.
- Provide reporting and internal advocacy within Council to raise the profile and impact of the Arts House program.
- Collaborate on shared advocacy with ArtPlay and SIGNAL, and other Council artistic programs (Libraries, events, festivals) to boost the reputation of Melbourne as a creative city.
- Provide advice and support to the Creative Melbourne branch and Business Economy and Activation division, as required.

Operational rigour and reporting:
- Develop and monitor the Arts House annual creative budget.
- Efficiently and effectively manage the Arts House program and specific projects, ensuring sound fiscal practices and delivery within approved budgets.

- Contribute to the Arts House and Creative Programming leadership team participating in strategic planning and strategy development for the following areas: marketing and community engagement, business and program planning, performance reporting, workforce planning, risk management, quality assurance, business continuity, and other operational plans.
- Oversee risk planning and management of the Arts House artistic program, and proactively negotiate and implement mitigation strategies with the team, artists, and partners.

Environment: communication, judgment, and leadership

Communication:

The position operates in a multi-faceted and political environment and the ability to analyse and synthesise complex information is essential. Communication, advice, and information needs to be accurate, timely and unambiguous. In the context of this position, confident communication in a diplomatic environment is vital to build strong partnerships and provide advice as a trusted adviser.

The ability to be persuasive and to tailor high quality written and verbal communication messages to achieve business outcomes appropriate to the diverse needs of the business and internal and external stakeholders is critical for the effective performance of the role responsibilities.

The role has a high-level interface with internal and external stakeholders and builds strong and collaborative relationships to develop trust and gain credibility and considers different points of view when making decisions. Effective relationships are critical to be successful in the role and the incumbent facilitates cooperation through strong partnerships achieving agreed outcomes and effectively managing expectations. The position requires an excellent communicator, a creative thinker, who possesses a high level of systematic problem-solving ability.

Judgment:

The position requires a sound appreciation of the local, national, and global context within which Arts House operates who can drive and manage the creative aspects of the Arts House program accordingly.

The position must work across art forms, sectors, and interest groups and to manage a diverse range of people and projects at any one time.

The position requires a sound planner, capable of making informed business decisions regarding the financial viability of the programs to be presented.

Leadership:

The position holder will lead by example and consistently work towards a constructive culture. They will have the ability to articulate and demonstrate the benefits of team cohesion, a positive workplace culture and organisational values.

This position requires demonstrated experience leading a team to achieve high performance outcomes, coaching skills to develop team capabilities, and the ability to effectively manage conflict and under performance.

The demonstrated ability to develop, manage and maintain business plans, and deploy detailed financial management skills and analysis is essential.

The position requires an individual with analytical and lateral thinking skills and the ability to take initiative, drive change and implement innovations. The position holder will have highly developed inter-personal, negotiation and persuasion skills, and proven experience effectively managing issues within a highly political and complex environment.

CITY OF MELBOURNE

Selection criteria

All City of Melbourne employees will demonstrate an ability to articulate and demonstrate benefits of positive culture and values.

In addition, the Head of Programming will demonstrate:
- Extensive experience in creative practice, particularly in programming, producing and/or curation.
- Deep local, national, and global arts knowledge, networks, and perspective.
- Experience working in a community and/or sector responsive context with the proven ability to design creative programs and support mechanisms that drive engagement, generate ideas, and support the development of independent artists and the presentation of new work.
- Outstanding people leadership skills developed through a demonstrated background in leading, developing and motivating a diverse team.
- Solid understanding of, and experience working with, diverse stakeholders including artists, art organisations, peak arts bodies, funding/sponsorship bodies, community organisations, and local interest and community groups.
- Demonstrated ability to develop, manage, report against, and evaluate business plans and budgets.
- Proven experience effectively managing issues within a political and risk-conscious environment.

Inherent Physical Requirements

The reference to the Inherent Physical Requirements for this position is DM# 9329597.

The Way We Work

Commitment to Child Safety
The City of Melbourne (CoM) is committed to being a child safe organisation and has zero tolerance for child abuse. All children and young people are valued members of our community and have the right to be and feel safe. We are committed to embedding child safety into the everyday thinking and practice of all employees, agency staff, contractors and volunteers. We require all CoM employees, agency staff, volunteers and contractors to understand and act to prevent, detect, respond and report any suspicion of child abuse and maintain a culture of child safety and any further responsibilities as required by the role.

City of Melbourne vision is to be a leading organisation for a leading city. City of Melbourne fosters a workplace that is stimulating, constructive, flexible, diverse, and inclusive and that achieves high quality outcomes for the Council, customers, and our community. We recognise that a constructive culture brings out the best in our people. We strive to meet the demands of our employees' professional lives while they can accomplish their priorities outside of work and have a positive work life balance.

We strive to make our organisation agile, with the ability for our work teams to adapt and change based on the evolving needs of City of Melbourne. To keep pace with our customers and our changing city, we need a resilient, adaptable, accountable, diverse, and inclusive workforce that reflects our community and is committed to excellence.

We establish challenging but realistic goals, develop plans to reach those goals, pursue them with enthusiasm, and are accountable for their achievement. We want our employees to get enjoyment from their work, develop themselves, and take on new and interesting activities whether they are within or outside of City of Melbourne. We want our workforce to be supportive, helpful, and open in their dealings with each other, through open communication, cooperation, and the effective coordination of activities.

CITY OF MELBOURNE