



Position Description

Position Title:	CREATIVE LEARNING PRODUCER - LIBRARIES
Position No:	3266
Position classification:	Level 5/6
Status:	Permanent Full Time
Position revised on:	18/06/2026
Directorate:	Community Development
Business unit:	Library Services
Service area:	Cultural Services
Location:	City of Melville Libraries
Reports to:	Team Leader Libraries
Reporting line:	Nil

Primary Purpose

Create and deliver engaging library-based creative learning experiences for children, young people and families.

Promote cultural learning programs and services to the community.

Structure



Principle Accountabilities

Strategy and Service Development

- Utilise community, demographic and educational data, research, evaluation findings and emerging trends to inform strategic planning, service development and program delivery for children, young people and families.
- Apply best practice in literacy, creative learning, STEAM, digital literacy and lifelong learning to the development, delivery and enhancement of library programs, services and resources.
- Review, evaluate and enhance library programs, services and resources for children, young people and families to ensure they remain relevant, inclusive, responsive to community needs and informed by evidence-based practice.

Program Delivery and Operations

- Develop, coordinate and manage library learning programs and projects that promote literacy, creative learning, STEAM, digital literacy and lifelong learning, including planning, budgeting, procurement, contract management, promotion, delivery, evaluation and reporting.
- Lead the planning and delivery of key initiatives and events including Better Beginnings, Children's Book Week, School Holiday Programs and other learning-focused library programs.
- Work collaboratively with library staff to support the delivery of high-quality customer experiences and learning opportunities across all library locations.

Partnerships and Stakeholder Engagement

- Build and maintain productive relationships with internal and external stakeholders, including schools, community organisations, artists, creative practitioners, government agencies and other partners to enhance learning opportunities and community participation.
- Collaborate with key Creative Learning and other City staff to develop and implement the Creative Learning Strategy and ensure buy-in from key staff.
- Develop and deliver training, resources and professional learning opportunities that build staff capability and support effective program delivery.
- Represent the City of Melville on relevant professional networks, working groups and partnerships.

Governance, Compliance and Continuous Improvement

- Promote and support a child safe culture within library services by embedding child safe principles and practices in programs, services and spaces, and ensuring compliance with the City's Child Safe requirements.
- Ensure programs, services and activities are delivered in accordance with relevant

legislation, regulations, organisational policies and procedures, including Safety, Health, Environment and Quality (SHEQ) requirements and the City's Code of Conduct.

- Identify, manage and escalate operational, compliance, safety and reputational risks associated with program delivery, including risks relating to children, participants, contractors, volunteers and partner organisations.

Position Specifics

Essential Requirements

- Tertiary qualification in librarianship, education, event management up to and including a degree level or equivalent relevant experience in library services.
- Current C Class Drivers Licence
- Current Working with Children check
- Demonstrated experience in the development, delivery and evaluation of learning programs for children, young people and families.
- Demonstrated experience in the end-to-end management of programs and projects, including budgeting and contract management.
- Demonstrated ability to analyse data and apply evidence-based practice to service planning and decision-making.
- Highly developed interpersonal, verbal and written communication skills, with the ability to build effective stakeholder relationships.

Desirable Requirements

- Knowledge of creative learning practices and their application in a library, education, community or cultural setting.
- Knowledge of contemporary trends and best practice in libraries, literacy, learning, creative learning, STEAM and digital literacy.
- Demonstrated ability to support innovation and continuous improvement initiatives.

Other

- This position has purchasing authority.
- This position works under limited supervision, with responsibility for managing activities and making decisions within established policies, procedures, objectives and budget parameters.
- Demonstrate behaviours that reflect the city's values, support cross functional teams and contribute to positive customer and organisational outcomes.

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- Comply with relevant safety, health, environmental and other legislative requirements, regulations, standards, organisational policies and procedures, and contribute to a positive SHEQ culture.
- Undertake other tasks as requested within scope and level of position.