



www.flowfestivalaustralia.com

Who are we?

Flow Festival is Australia's first and only Deaf Arts festival, designed, driven and delivered by the Deaf community. Our vision is leading and celebrating the diversity and future of Deaf Arts. Founded in 2018, led by a collective of Deaf independent professional and emerging artists.

FLOW aims to provide a culturally safe and creative space for Deaf emerging and professional artists to create and showcase their work to Deaf, hard of hearing and hearing audiences.

We will offer one day event in 2022- and three-days event in 2023. With the growing recognition of our organisation, we are now hiring amazing Deaf talents to work with our team. Are you passionate about Deaf Arts and Culture? Do you want to create opportunities for future Deaf artists? Join our team to lead the future of Deaf Arts.

Position Description - Creative Producer

The Creative Producer works closely with the FLOW core team to deliver programs within the FLOW Festival. The producer is responsible for managing the delegated projects, liaising with all artists, stakeholders, suppliers and relevant teams.

- Reports to FLOW committee
- \$50/ hr, working between 1 - 1.5 days per week + superannuation and workcover
- Flexible working is available.
- Fixed-term contract until 3rd November 2023 with an option to extend pending on funding.

Other benefits include:

- Pro rata annual leave
- Flexible work conditions
- A Deaf Led Arts Team for Deaf Arts

Role and Responsibilities

- Successfully deliver to a high standard the delegated projects as part of FLOW Festival 2022/2023.
- Manage and finalise all aspects of programming functions, both creative and administrative with the FLOW team
- Maintain high standards of administration and communications at all times.
- Scouting and recruiting potential staff for the selection panel with FLOW team
- Develop active networks with festival sponsors, partners, friends, artists, arts organisation and the Deaf community.
- Develop, sustain and promote significant and positive relationships with the local, interstate and international community of artists, performers and presenters
- Develop a 5 years business plan with the senior producer and Flow team
- Engage fully in the FLOW festival events which may mean extended hours and expanded duties during the Festival period (followed by time in lieu)
- Work collaboratively with the FLOW core team.
- Lead, organise and produce documentation of all Arts/Performances for FLOW festival with the Technical Producer
- Provide clear and concise delegated tasks in line with approved position descriptions to the staff you are responsible for supervising in a timely and supportive manner.
- Coordinate regular meetings for internal staff and committee
- Collaborate with the Marketing coordinator /FLOW team for promotion and marketing audience
- Actively contribute to a safe diverse cultural environment for all FLOW team, staff, artists, volunteers, audience and stakeholders.
- Review and accurately track project timelines for the delegated projects in consultation with Technical Producer, in line with key production deadlines
- Maintain clear and collaborative communication with all persons involved in the FLOW festival projects.
- Fulfil all legal requirements related to program activities re Risk Assessment

Selection Criteria:

- Lived experience of Deafness
- Passion and commitment to Deaf Arts and Culture
- Highly competent administration and management skills
- Experience in engaging/networking and working with artists and communities
- Excellent communication skills with demonstrated ability to develop and maintain strong relationships
- Resilience and ability to work effectively independently and collaboratively

FLOW Festival has a strong commitment to cultural equity and we strongly encourage applications from people who identify as First Nations, Deaf, Disabled, People of Colour, Transgender and gender diverse people and women

Additional Information

This role statement is an overview of the role which may be updated to meet the changing needs of FLOW festival.

COVID-19 It is a legal requirement for FLOW Festival staff to be fully vaccinated before attending the office or in-person events.

Working with Children Check The successful applicant will be required to undergo a Working with Children Check as a condition of employment with FLOW Festival. We will cover the cost of this check.

Workplace

Remote working conditions. You will work from home. There may be a hotdesk at Northcote Town Hall Arts Centre where you can hold meetings as required. If interstate, you will be required to fly to Melbourne to visit the venue and other events.

Meetings will be place online. You are required to have stable internet connection with speeds suitable for video calls. You will also be required to follow work from home guidelines.

Application Process

Applications are open now until Monday 21st March 5pm. Check out our website www.flowfestivalaustralia.com for more information. You can contact FLOW via email or videocall flowfestivalaustralia@gmail.com or SMS 0409610044 for WhatsApp chat.

Please submit your Cover Letter in English or Auslan. Please address the listed selection criteria in your application. For more information, contact us – we are happy to help.