

Job Description Form: Creative Coordinator

Youth Week WA KickstART Festival 2022



1) Position Identification

Title	Creative Coordinator Youth Week WA KickstART Festival 2022	Hours	Fixed term (part time) at 0.5 FTE (2.5 days per week), for 10 months between August 2021 and May 2022, plus any reasonable additional hours as needed.
Reports to	General Manager	Remuneration	\$54,000 gross pro rata per annum (\$22,500 at 0.5 FTE for 10 months), plus 10% superannuation.
Location	Propel Youth Arts WA 53 James Street Northbridge WA 6003	Term	August 2021 – May 2022

2) Purpose of Position

The Creative Coordinator is an emerging Western Australian artist or arts worker who is supported by Propel Youth Arts WA to consult with young people on the development and delivery of the Youth Week WA KickstART Festival, which usually takes place in April each year.

Reporting to the General Manager, the Creative Coordinator is responsible for the overall artistic direction and creative programming of the KickstART Festival. The Creative Coordinator will consult with the Youth Week WA Planning Committee and Propel, to develop a theme and key activities for Youth Week WA in the Perth Metropolitan Area that serve to engage young people aged 12-26.

The Creative Coordinator works closely with the Project Manager, who will perform key administration duties and produce the events of Youth Week WA, and reports to the General Manager. The Creative Coordinator will also work closely with the Communications Officer, Advocacy Development Officer, interns, volunteers, and partner organisations throughout their 10 month term of employment.

3) Responsibilities

Programming & Planning

- Develop a statewide theme for Youth Week WA, in consultation with the Planning Committee and Propel, for approval by the State Government of Western Australia.
- Plan and deliver the core creative programming of the KickstART Festival, in consultation with Propel staff and partners, for approval by the General Manager.
- Monitor and operate within constraints of the project budget, with support from Propel staff.
- Work with Propel staff to complete project evaluation, feedback and acquittals after the Festival.
- Oversee the coordination of specific key activities as required, including administrative support.

Artist & Stakeholder Liaison

- Utilize Propel's existing partnerships and own professional networks to source appropriate artists, facilitators, speakers, organisations, and venues for each KickstART activity.
- Develop and maintain effective relationships with relevant project and program stakeholders, including State Government departments & the Youth Week WA Planning Committee.
- Effectively communicate with artists including workshop facilitators, guest speakers and performers.
- Assist PM and GM with developing and negotiating contracts for artists, speakers, and venues.
- Represent Propel and Youth Week WA in a positive manner, to internal and external stakeholders.

Youth Week WA Planning Committee

- Assist the Project Manager in recruiting new Youth Week WA Planning Committee members.
- Assist the Project Manager in the induction and team building phases of the Planning Committee.
- Schedule and plan monthly / fortnightly meetings with the Planning Committee, including agendas.
- Provide regular updates from the Planning Committee back to Propel staff for follow-up and review.

Intern Management

- Oversee the intern application and selection process, with the support of Propel staff.
- Provide mentoring and guidance to their project intern throughout the employment term.
- Delegate practical roles and responsibilities to their project intern and assist where necessary.
- Manage intern performance, where required, with support from the Project and General Managers.

4) Selection Criteria

Essential

- Emerging artist or arts worker with up to 5 years of professional experience.
- Broad knowledge of WA arts and networks within local creative industries.
- Demonstrated experience working on projects with multiple communities.
- Experience in coordinating, promoting, and evaluating public projects.
- Ability to work autonomously and in a leadership role within a team.
- Strong understanding of Propel and the values of our organisation.

Desired

- Experience working across multiple artistic disciplines.
- Experience working with young people.
- You are aged 26 and under.
- You have previously volunteered for or worked with Propel.

Other

- Current WA Police Clearance Certificate, or willingness to obtain one.
- Current WA Working With Children Check, or willingness to obtain one.

About Propel Youth Arts WA

Propel Youth Arts WA is the peak body for youth arts in Western Australia, providing young people aged 12-26 with access and opportunities to engage with arts and culture on their own terms.

Propel is a membership-based not-for-profit incorporated association established in 2003 as the Youth Arts Network and formerly known as Propelarts. Propel services young people by connecting artists, youth workers, practitioners, and communities with relevant organisations.

Providing services and programs across all art forms, Propel strengthens our future creative communities by providing access to information, networks, mentoring, skills development, and employment in the arts and creative industries to young people and those who work with them. Propel is focused on arts advocacy, skills development, and access to opportunities, for those already engaged in the arts and those who would like to be.

About the Youth Week WA KickstART Festival

The Youth Week WA KickstART Festival is Propel's largest annual event held as part of Youth Week WA, an annual statewide celebration of the positive contributions of young people to our community throughout WA. KickstART offers young people aged 12-26 an extensive program of free workshops, talks, performances, mentorships, exhibitions, markets and other special events, across an entire week in April.

This project is presented by Propel Youth Arts WA and is funded by the Government of Western Australia through the Department of Communities and the Department of Local Government, Sport and Cultural Industries. KickstART is also sponsored by Lotterywest and the City of Perth.