

Job Description Form: Creative Coordinator Youth Week WA KickstART Festival 2024



1) Position Identification

Title	Creative Coordinator Youth Week WA KickstART Festival 2024	Hours	Fixed term (part time) at 0.5 FTE (2.5 days per week), for 9 months between September 2023 and May 2024, plus reasonable added hours as needed.
Reports to	General Manager	Remuneration	\$22,500 at 0.5 FTE (2.5 days per week) for 9 months + 10.5% superannuation.
Location	Propel Youth Arts WA 53 James Street Northbridge WA 6003	Term	September 2023 until May 2024

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. The festival usually takes place in April each year and serves to engage young people aged 12-26 in the Perth Metropolitan Area.

The Creative Coordinator reports to the General Manager and handles the overall artistic direction and creative programming of the KickstART Festival. They will consult with the Youth Week WA Planning Committee and Propel to develop a theme and key activities for Youth Week WA.

The Creative Coordinator works closely with the Project Officer, who performs key administration duties and co-produces the events of Youth Week WA. The Creative Coordinator will also work closely with other Propel staff plus other key internal stakeholders, interns, volunteers, and partner organisations throughout their 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 work within constraints of the project budget, with support from Propel staff.
- Work with Propel staff to prepare project evaluation, feedback, and acquittals after the festival.
- Oversee the coordination of specific key activities as needed, including administrative support.

Artist & Stakeholder Liaison

- Utilize Propel's existing partnerships and own professional networks to source artists, facilitators, speakers, organisations, and venues for each KickstART activity.
- Develop and support 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.
- Represent Propel and Youth Week WA in a positive manner, to internal and external stakeholders.

Youth Week WA Planning Committee

- Assist the Project Officer in recruiting new Youth Week WA Planning Committee members.
- Assist the Project Officer in the induction and team building phases of the Planning Committee.
- Contribute to the facilitation of the monthly / fortnightly meetings with the Planning Committee.
- Supply regular updates from the Planning Committee back to Propel staff for follow-up and review.

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 a for-purpose organisation that represents and supports young people through the arts and creative industries in Western Australia. Propel provides young people aged 12-26 with platforms to engage with arts and culture on their terms.

Delivering services to support and build capability and capacity across the youth arts sector, Propel influences decision-makers by providing evidence-based recommendations in support of the collective creative youth voice and undertakes research on the most important issues to young people in WA as they relate to the arts and creative industries.

Established in 2003 as the Youth Arts Network, Propel is focused on arts advocacy, skills development, and access to opportunities for young people 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 dedicated 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 Lotterywest.