



JOB DESCRIPTION

SUMMARY INFORMATION

Job Title:	Creative Producer, Education
Reports to:	Director of Education
Supervises:	Program Coordinator, Education
Location of Job:	Sydney on Gadigal Land
Appointment type:	Permanent full time

Musica Viva's Purpose

Musica Viva exists to create and support a vibrant chamber music sector which is accessible to people of all backgrounds across Australia.

Musica Viva's Mission

To enrich communities across Australia by making live chamber music accessible to everyone.

Musica Viva's Vision

An Australia where chamber music thrives and where people of all ages, cultures and communities have access to, and learn to appreciate, the vital role of music in building a stronger, more creative world.

Purpose of Position

Musica Viva's Education programs are developed mainly for a primary school audience and are comprised of three elements: 1) live performance, 2) digital resources and 3) online teacher professional development.

The Creative Producer leads the development of new education programs and the maintenance of existing programs, working within the Education team to ensure the highest quality artistic, education and business outcomes.

The role will be responsible for the roll out of Education programs, ensuring that all materials are of the highest quality, meet the needs of the target audiences and are delivered efficiently and effectively. Led by the Director of Education, this role has significant planning and managerial responsibility as well as creative input.

Reporting/working relationships

As a member of the Education team for Musica Viva Australia, this position reports directly to the Director of Education and works collaboratively to facilitate the achievement of Musica Viva's mission and strategic objectives.

The position works closely with the Artistic Director, Education, Professional Development Manager, Operations Manager, Education and manages the Program Coordinator. The position also has some relationship with the State Education, Sales & Marketing teams.

DUTIES AND ACCOUNTABILITIES:

New programs

- Oversee the production of Musica Viva In Schools (MVIS) programs, as curated by the Artistic Director, Education
- Manage new artistic contracting, budgets, finances and group induction

- Design and stage manage the workshopping and AV recording processes for each new program to ensure artistic, educational and business objectives are met with input from Professional Development Manager and Program Coordinator
- Contract and project manage resource writers, AV professionals and other creative collaborators for effective program delivery and unified creative outcomes
- Collate and implement feedback during the content producing process
- Work with the Professional Development Manager to ensure educational rigour of materials produced and to integrate online teacher professional development for each program that aligns with artistic and education objectives
- Design and implement quality control and editing of written and multimedia material, ensuring editorial, creative and both national and state curriculum objectives are met
- Actively contribute to ongoing development of Education team ideas and strategy, in particular advising the Artistic Director on the production components of the broad vision

Existing programs

- Participate in the review of and provide feedback into existing programs and resources.

Digital development

- Contribute to the development and implementation of new digital products including MVIS Online, or capabilities in the education space
- Keep up to date with new and emerging technologies and best practice for quality teaching and learning products and services
- Manage the MVIS platform
- In conjunction with the Program Coordinator, maintain the relationship with our developers for ongoing platform support and special development projects

Special projects

- Alongside the Director of Education and Artistic Director, Education, deliver on special education products and projects to fulfil funding obligations

Administration

- Design and implement quality control process over all written and multimedia material
- Alongside the Director of Education regularly evaluate program impact data to ensure programs meet Musica Viva aims and that key findings are used to ensure the programs continue to progress year on year.
- Lead the financial management of the programs, setting budgets and monitoring against targets.

General

- Perform other related duties as required.

Organisational Responsibilities

- Maintain healthy work relationships with volunteers and other staff members.
- Attend meetings as required.
- Contribute to regular and ongoing quality improvement and funder-required accreditation activities.
- Participate in professional and performance development activities and remain up-to-date on current knowledge and skills related to the position.
- Take reasonable care for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Hold a valid Working with Children Check. MVA will cover the cost of obtaining or renewing the check.

- Maintain the highest ethical standards, confidentiality and cultural awareness when dealing with others.
- Adhere to workplace policies, procedures and systems, as amended from time to time, in particular those that address workplace health and safety, anti-discrimination, bullying and harassment and privacy.
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organisation.
- In addition to the duties outlined above, the position holder is also required to perform such other duties as may be directed, provided these are within their competency or training from time to time.

COMPETENCIES AND EXPERIENCE OF POSITION HOLDER

A range of skills would be valuable for this role, and Musica Viva is interested in hearing from people who have some or all of the following qualifications:

Production experience

- Demonstrated experience in developing and producing live performance projects
- Demonstrated experience in the design and delivery of digital or multimedia products, with a focus on the education space
- High level project management experience, with a proven ability to manage teams and meet budgets and deadlines
- High level of interpersonal, communication and organisational skills

Music experience

- Musically trained, an ability to read music and a knowledge of a broad range of musical styles and genres
- Proficiency in music notation software such as Finale or Sibelius

Education experience

- Demonstrated teaching experience, preferably as a qualified teacher
- Demonstrated ability to write teaching activities to meet both diverse curriculum requirements and the needs of a wide range of participants

General

- Up-to-date Working with Children clearance, or the ability to obtain such clearance
- Ability to work flexible hours