

## POSITION DESCRIPTION

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**POSITION TITLE:** Co-Artistic Director (x2)

**TERMS OF EMPLOYMENT:** Part time 0.6 EFT (3 days)

**RENUMERATION:** \$78,000 pro rata, per annum. Superannuation of 10% paid in addition.

**WORKING RELATIONSHIPS:** This position works collaboratively with the Executive Director, second Artistic Director, core staff and supportively supervises the Lead Artists, Support Artists and Community Advisory Group.

**STAKEHOLDER RELATIONSHIPS:** Participants, community, artists, funders, industry, partners, venues, media.

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### ABOUT WEYA:

Western Edge Youth Arts (WEYA) is a non-profit arts organisation committed to developing the next generation of artistic and cultural leaders borne from Melbourne's West. We deliver theatre and creative training, development and employment to young people and emerging artists from Melbourne's Western suburbs through school, community youth theatre and professional development programs.

In recent years, WEYA has modelled a lateral, relational, intersectional and decolonial approach to leading an organisation where power is shared, and every member's voice in the community is valued and heard. We have proven that working in collaboration is not only effective in growing the company, but it's also essential in grounding the company. It allows for breath, renewal, and accountability - vital for the health and wellbeing of the organisation and all its staff members. It models the care and relationality that young artists bring intrinsically into WEYA rooms, where art and life are symbiotic.

### PURPOSE:

In commitment to collaboration WEYA seeks two Co-Artistic Directors to lead the organisation alongside Penny Harpham who will take on the role of Executive Director. The co-Artistic Directors are responsible for determining and driving the artistic vision of the company, positioning WEYA as a leader in intersectionality and culturally, inclusive creative practice while maintaining strong connection to community.

They are active at every entry point to the company: mentoring Lead and Support Artists; going out on the floor to devise and direct shows with young collaborators; working with the Community Advisory Group to ensure that WEYA is a pillar of the community, always reflecting and responding to their needs; working alongside the Executive Director and the Board to devise and deliver WEYA's artistic vision and objectives; and representing the company to funding partners, industry professionals and Government supporters. They will also collaborate with WEYA's General Manager and Operations Coordinator to manage artistic staff and programs; and the Development and Marketing Managers to contribute to fundraising, promotional and communications strategies and goals.

For an in-depth understanding of our mission, approach to practice, programs, artistic vision and impact please read our [2022-2025 Strategic Plan](#).

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### OUR VALUES

**Creative bravery** – Approaching everything with a courageous spirit of art making, imagination and creativity.

**Innovation** – Nurturing innovative ideas and creative practices across the whole organisation, led by our young artists.

**Community** – Our artistic work is always led by and grown out of community.

**Access and equity** - Inviting participation from all voices and identities, embracing multiplicity, and taking an intersectional approach.

**Empathy** - Treating others with humility, kindness, and compassion.

**Respect** - Learning from everyone we work with, and embodying leadership built on reciprocity.

**Transparency** - Acting honestly and sharing knowledge.

**Safety** - Ensuring a physically, emotionally, and culturally safer environment for our staff, young artists, peers, partners and audiences.

### Key Responsibilities:

#### *Artistic Program*

- Lead the WEYA artists, participants and core staff in a co-design process that centres young people's ideas and creativity across a range of projects and activities.
- Engage a wide range of innovative artists from multiple artistic practices and intersections who can facilitate and deliver programs alongside WEYA's Support Artists in schools, community hubs and professional arts spaces.
- Work collaboratively with communities in Melbourne's West to ensure their needs and interests are centred in WEYA's programming and communications.

#### *Leadership & Strategy*

- Lead and champion an arts practice that puts inclusivity and the power and excellence in being in diverse communities at its core.
- Role model your unique version of leadership to WEYA artists, core team, stakeholders and participants and create a positive company culture where we all shine
- Work alongside the Executive Director and the General Manager to strategise, establish and maintain strong relationships and networks across WEYA's stakeholders, all levels of government, philanthropic supporters, arts industry and program participants.
- Drive systems change to invite lateral power and bridge the divide between class, geography, disability, race, sexuality, religion and gender.

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### Key Responsibilities cont.

#### *Organisational*

- Assist in the development and maintenance of detailed annual program budgets for the Artistic Program in a consultative framework with the Executive Director and General Manager
- Oversee adequate and timely preparation of Board and funding body deliverables and evaluating and reporting on the effectiveness of the Artistic Program.
- Contribute to grant writing, pitch documents and acquittals, marketing, publicity plans and fundraising activities for the longevity of the company's financial sustainability
- Network with professional bodies, peer and partner organisations to keep abreast of current issues and developments relevant to the youth and wider arts sector and be an exemplary advocate and leader of WEYA

### Key Selection Criteria

1. **Artistic Practice:** Working artist who understands the artistic landscape and community-based practice, and has existing industry networks
2. **Collaboration:** Experience or interest in working collaboratively and in a lateral leadership structure
3. **Diversity:** Professional and/or lived experience of culturally diverse communities and knowledge and understanding of decolonial and anti-racist practice
4. **Relationality and care:** Effective communicator who is able to work with a wide range of people
5. **Young people:** Experience working with young people
6. **Visionary:** Understanding of and/or interest in creating systems change within artistic practice, organisational and sector structures
7. **Strategic:** Ability to identify key partners, stakeholders and collaborations that will help WEYA achieve our strategic objectives, be positioned to grow sustainably, and make impactful change
8. **Organisation:** Experience and/or interest in working in the Small to medium not for profit sector
9. **Integrity:** Aligns with and embodies WEYA's organisational values

#### *Desirable:*

- Experience in programming or working in education and youth arts and /or experience in stakeholder and partnership engagement and/or working in sector development.

### Child Protection Policy

WEYA has zero tolerance for the abuse of young people and children. All staff and volunteers are required to uphold the Child and Wellbeing Safety Act 2005 (VIC) and the Children Legislation Amendment (Reportable Conduct) Act 2017 (VIC). Young person and child safety is a key consideration in the hiring process and all successful applicants will be required to hold a valid Working With Children's check and undergo young person and child safety training.

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### TO APPLY:

Please send the following to [lucy@westernedge.org.au](mailto:lucy@westernedge.org.au)

- A cover letter
- Your response to the key selection requirements of no more than 3 pages
- A copy of your resume and/or portfolio. You are welcome to supply this in a form that works best for you including video, website or document.

If you have any questions regarding this role or if you require an adjusted application process, please reach out to Penny Harpham via email at [penny@westernedge.org.au](mailto:penny@westernedge.org.au)

**APPLICATIONS CLOSE WEDNESDAY 1 DECEMBER 2021**