

## POSITION DESCRIPTION

<b>Job Title</b>	Coordinator: Screen
<b>Reporting to</b>	Creative Director
<b>Direct Reports</b>	Arts Support Workers, Team Leaders
<b>Location</b>	Brighton, South Australia
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification</b>	Social and Community Services Employee: Level 5 Part Time Fixed Term Contract for 12 months

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### About Tutti Arts

Our vision is that learning disabled and neurodivergent people seize their rightful place at the centre of arts and culture.

Our purpose is to shine the light on the astonishing art of learning disabled and neurodivergent people.

Tutti is a multi-arts organisation who believe in the talents of disabled creators who work with us across visual art, theatre, music, screen, dance, and technology.

The work we do is underpinned by the Social Model of Disability, Disability Justice, Disability Leadership and Disability Allyship.

An excellent understanding of Tutti's programs, philosophy, and artist goals is required to ensure the successful delivery of its programs.

### Role Purpose

The Coordinator Screen is responsible for the development and delivery of high quality, accessible and stimulating programs, activities and tasks related to Screen - Above the Line and Below the Line including development, pre-production, production, post-production and delivery. The Coordinator Screen has responsibility for creating pathways from entry level to professional outcomes for Tutti screen makers whilst ensuring authentic storytelling and authorship. The coordinator is responsible for exposing Tutti screen makers to a range of screen genres; moving image and experimental works; as well as the frameworks and emerging technologies that shape the making of contemporary screen-based media, in line with Tutti's commitment to contemporary arts and screen practice.

The position requires a combination of creative, organisational and technical skills in screen to develop and implement programs and bring projects to fruition. This position teaches and supervises the creation of screen content from concept through to delivery and works with the Creative Director to develop a program which supports screen makers and sets the agenda for the development of the Screen Program and program outcomes.

The Coordinator Screen is expected to work directly with Tutti Screen makers in programs at least 12 hours per week and has up to 5 hours per week allocated planning and administration. The Coordinator will also support team leaders within the area of responsibility to deliver some programs.

### **Reporting Relationships and Key Stakeholders**

The Coordinator reports directly to the Creative Director and works closely with other program coordinators and stakeholders which may include but not limited to the Executive Director, Team Leaders, support staff, participants, and guest artists.

### **Leadership and Supervision**

- Lead and mentor a team to develop and maintain standards of excellence in delivering programs, in all practice and outcomes.
- Conduct annual performance reviews for all staff that directly report to this position.
- Review and support individual staff goals to achieve specific outcomes
- Support student and volunteer placements
- Lead a work environment that is free of discrimination, harassment, and bullying.
- Resolve workplace conflict in a professional manner in line with Tutti policy.
- Create a fun team environment.

### **Program Development**

The Screen Coordinator will:

- Be responsible for the overall development and the quality of all Tutti Screen programs
- Ensure that Tutti screen makers are exposed to and experiment with a range of screen genres; moving image, new technologies and content creation in screen, including exposure to the work of disabled screen makers.
- Ensure consistency in process and methodology across programs and sites to ensure Best Practice
- Develop and grow entry level, specialist programs and where appropriate 1:1 mentoring opportunities.

## **Screen Maker Support**

### **The Screen coordinator will ensure:**

- That accurate screen maker/participant progress notes files are kept
- Goal setting is undertaken at least twice yearly with screen makers attending programs of 3 hours or more
- A clear program plan is communicated to support screen makers' goals
- That screen makers receive the support outlined in their individual support plan.
- Communication occurs with participants, advocates, and families regarding goal plans and program support needs.
- That activities delivered develop the skills of participating screen makers.
- That work produced in program is reviewed feedback provided to screen makers.

## **Projects and Opportunities**

- Assist Creative Director and Arts Manager to identify grant opportunities, develop funding submissions and prepare program and project acquittals.
- Build relationships to develop partnership and collaboration opportunities
- Ensure that screen projects incorporate best practice.
- Develop and maintain industry connections in both screen, disability arts and disability sectors.

## **Program Administration**

- Ensure that all attendance is recorded in MYP as each session occurs, and in hard copy
- Write a report a monthly on the programs you are responsible for, reporting on key activities, performances etc
- Ensure any program changes, special events or excursions are communicated to Senior Leadership and Administration Staff
- Ensure all attendance records are sent through to Finance for monthly invoicing
- Communicate with screen makers families or support staff as needed
- Manage Budget for the screen program
- Maintain equipment, resources, and materials, with consideration for access and safety
- Ensure staff team understand relevant procedures and access requirements of screen makers.
- Plan and maintain staff rosters to ensure adequate staffing for the Screen Program

- Coordinate breaks and daily tasks for staff working in the program.
- Sign off timesheets for staff working in the screen program.
- Ensure program documentation is up to date and staff are updated on changes that may impact on service delivery
- Ensure a clean and safe work area
- Manage the required induction process for new staff, participants, volunteers any new external support staff

### **General Duties and Responsibilities**

- Work closely with marketing regarding all promotion of events, and screenings.
- Demonstrate knowledge of Tutti policies and procedures and relevant legislation.
- Develop strong positive relationships with screen makers, staff and families or advocates.
- Embed National Disability Insurance Scheme (NDIS) quality standards into practice and culture
- Ensure compliance with all legal, and ethical obligations.
- Undertake relevant training as required
- Attend Tutti Coordinator, staff meetings and planning days

### **Other Duties/Special Requirements**

- Some out of hour's work may be required.
- Perform other reasonable duties commensurate with the classification, role, and training as directed by the Creative Director or the Executive Director.
- The responsibilities of the Position Description may be altered in accordance with the changing requirements of the role.
- Perform other reasonable duties commensurate with the classification, role, and training as directed by the Creative Director

### **Tutti Workplace Requirements**

All employees must:

- Conduct their duties in accordance with Tutti's, Vision, Purpose, and Values
- Contribute to the goals of the organisation as identified by Tutti's Strategic Plan.
- Comply with Tutti's conditions of employment, specifically the Code of Conduct, and Confidentiality Agreement, and other generally applicable policies and procedures.
- Complete compulsory training as directed from time to time.
- Actively participate in performance reviews.
- Maintain satisfactory work clearances as required by Tutti.

- Be willing to work reasonable additional hours to meet specific role requirements.

### Work Health and Safety

All employees must:

- Understand and follow Tutti’s safety policy, procedure, and practice, identify hazards, and contribute to a safe working environment.
- Immediately report to their line manager or a member of the senior team any accidents, potential risks, or hazards observed.
- Ensure all mandatory training is completed and up to date.
- Ensure that the health and safety of themselves, staff, participants, students, volunteers, participants are not put at risk.
- Be aware of their own health and wellbeing and attend the workplace in a fit state to conduct their duties.
- Report to their line manager or a member of the senior team any identified potential risks.

### Reporting Relationships and Key Stakeholders

Reports directly to the Creative Director and will work closely with a variety of stakeholders which may include but not be limited to the other Coordinators, Creative Director, Executive Director, Disability and Quality Manager and Art Support Staff, participants, and guest artists.

### Key Selection Criteria

Essential	Desirable
<p><b>Education /qualifications/</b></p> <p>Tertiary qualification in Screen</p> <p>Nationally Accredited First Aid Certificate</p>	<p><b>Education / qualifications</b></p> <p>Certificate 3/4 in Disability Work or equivalent/relevant work experience</p> <p>Maintains own professional practice</p> <p>SA Drivers licence</p>
<p><b>Experience</b></p> <p>Screen industry experience</p> <p>Experience in working collaboratively with other screen makers and screen organisations</p>	<p><b>Experience</b></p> <p>Professional Screen Industry Experience</p> <p>Screen Credits</p> <p>Experience working with learning disabled and neurodivergent people</p>

<p>Experience working with diverse people and marginalised communities</p> <p>Demonstrated ability to build effective teams</p> <p>Supervision of employees, establishing and monitoring work outcomes</p>	<p>Experience in successfully delivering screen programs</p>
<p><b>Skills</b></p> <p>Ability to effectively communicate to participants, their families, and advocates</p> <p>Group work/facilitation skills</p> <p>Competency in conflict resolution</p> <p>Proficient level computer literacy – Microsoft and IOS</p> <p>Ability to work without direct supervision and exercise a degree of autonomy</p> <p>Strong collaboration skills ability to work inclusively and appreciate diversity of skills</p>	<p><b>Skills</b></p> <p>Development</p> <p>Authentic Story development</p> <p>Pre-production</p> <p>Production skills: camera, lighting, sound, editing and post-production.</p>
<p><b>Knowledge</b></p> <p>Social Model of Disability</p> <p>Detailed knowledge of program activities and work practices relevant to work area</p>	<p><b>Knowledge</b></p> <p>NDIS</p> <p>Grant applications</p> <p>Budget/ financial management</p> <p>Disability Justice Movement</p> <p>Disability Allyship</p> <p>Understanding of: Role of regulators and government; Structure and operation; Codes of practice and guidelines within the broadcasting industry.</p>
<p><b>Personal Attributes</b></p> <p>Exhibits personal drive and professionalism</p> <p>Effective communication skills with participants and stakeholders</p> <p>Ability to manage competing priorities and multi-task</p>	

<p>Models' integrity, ethical behaviour, and practices consistent with Tutti Code of Conduct and Values</p> <p>Ensures a focus on wellbeing and safety of self and others, and raises concerns where necessary</p>	
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Employee Signature \_\_\_\_\_  
[Name]

Date \_\_\_\_\_

Employer Signature \_\_\_\_\_  
[Name]

Date \_\_\_\_\_