POSITION DESCRIPTION

Job Title	Creative Technologist
Reporting to	Creative Director
Direct Reports	None
Location	Brighton, South Australia
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Social and Community Services Employee: Level 5
	Part Time 18 hours per week Fixed Term Contract for 18 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 Creative Technologist is responsible for exposing Tutti artists and makers to a range of creative technology that can facilitate the making of contemporary arts in line with Tutti's commitment to contemporary arts and a digital future.

The Creative Technologist will run labs and workshops to support learning disabled and neurodivergent artists to experiment, conceptualise, design and build tech-based creative arts-based outcomes. The Creative Technologist will support pushing the boundaries of creative expression by offering new tools and mediums for Tutti artists. The Creative technologist will work closely with Tutti staff to upskill them in various forms of creative technology to support use in programs with Tutti Artists.

This position will work with the Creative Director to develop an arts and technology Lab called the Zig Zag Lab, a collision between arts and technology & disability arts practice. This lab will b e more than a workspace; it will be a vibrant hub for exploration. Emerging technology and digital accessibility will spark fresh ideas and creative expression will grow.

The creative technologist will champion the arts & disability agenda and play a strong intermediary role between Tutti staff & artists, universities, individual researchers, artists & other stakeholders.

The position requires someone who uses technology for a creative purpose or who can find a creative use for technology. With a combination of project management, digital technology, creative, facilitation, mentorship and organisational skills.

Reporting Relationships and Key Stakeholders

The Creative Technologist reports directly to the Creative Director and works closely with other program coordinators and team leaders, and stakeholders which may include but not limited to the Executive Director, Program Coordinators, Team Leaders, support staff, participants, and guest artists and/or technologists

Zig Zag Lab Development

The Creative Technologist will:

- Work with Creative Director and other stakeholders to develop the framework of an arts & technology Lab.
- Work with the Creative Director to recommend equipment, software and applications purchase to be used in the Zig Zag Lab
- Ensure that Tutti artists are exposed to and experiment with a range of current and emerging technology for a range of artform application.
- Ensure consistency in process and methodology across programs and sites to ensure accessibility and best practice
- Maintain and stay current on digital accessibility and assistive technology,
- Keep a safe, organised, and accessible work area
- Maintain computers and equipment and Zig Zag Lab technology
- Work collaboratively with program coordinators

Labs and Workshops

- The creative technologist will run workshops and creative labs with Tutti artists

- Provide Tutti artists opportunities to explore, apply, and develop engaging ways of incorporating digital technologies, including creative coding, animation and video, 2D and 3D visual effects, and analog/digital hybrids.
- Stay current on opportunities and platforms to share the work of Tutti artists.
- The Creative Technologist will work with Tutti staff to upskill them in various forms of creative and digital technology
- Create positive studio environment that supports artist independent learning, collaboration, and choice.

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 arts and technology projects incorporate best practice and accessibility.
- Develop and maintain industry connections in both arts and technology, disability arts and disability sectors.

Program Administration

- Manage Budget for the Zig Zag Lab

- Maintain equipment, resources, and materials, with consideration for access and safety
- Develop procedures and protocols for the Zig Zag Lab and ensure Tutti artists and staff team understand relevant procedures
- Ensure a clean and safe work area

General Duties and Responsibilities

- Work closely with marketing regarding all promotion of the Zig Zag Lab
- Demonstrate knowledge of Tutti policies and procedures and relevant legislation.
- Develop strong positive relationships with Tutti artists and 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 staff meetings and planning days

Other Duties/Special Requirements

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- Some out of hour's work may be required.
- This is a part time role. It is hoped that with pre planning there can be some flexibility in regular days of work to ensure coverage across the week to accommodate a range of Tutti artists and staff.
- 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 Executive Director, Disability and Quality Manager and Art Support Staff, participants, and guest artists.

Key Selection Criteria

Essential	Desirable
Education /qualifications/ Bachelor of Creative Technology or Creative Industries. Or Bachelor's degree in computer science, graphic design, fine arts, digital art, or a related field. Nationally Accredited First Aid Certificate	**Education / qualifications** Certificate 3/4 in Disability Work or equivalent/relevant work experience Maintains own professional practice
Experience Industry experience in the area Creative Technology. Experience in working collaboratively and in interdisciplinary creative projects. Experience working with diverse people and marginalised communities Experience in facilitating workshops.	**Experience** Experience working with learning disabled and neurodivergent people Project management experience
Skills Strong technical knowledge and background Combined technical expertise with creativity Strong problem-solving skills Staying abreast of new technological innovations	**Skills** Have experience or at least a great understanding of a wide array of technologies such as, but not limited to, web and mobile development, AR/VR, game engines, electronics prototyping toolkits, conversational interfaces, and AI-driven creative solutions.

Ability to effectively communicate to participants, their families, and advocates Group work/facilitation skills Competency in conflict resolution Excellent proficiency with creative technology Ability to learn new technologies as you experiment with them for the first time. Ability to collaborate with creatives, technologists and other disciplines Ability to simplify complex technical concepts into more non-technical descriptions Ability to work without direct supervision and exercise a degree of autonomy Strong collaboration skills ability to work inclusively and appreciate diversity of skills	The ability to bridge the gap between the artistic and technical aspects of a project Experience using tools including Arduino, Raspberry Pi, Max, Touch Designer, JavaScript Knowledge, if not hands-on experience, of emerging creative tools, AI-based creative solutions Knowledge, if not hands-on experience, of the use of data to drive generative and computational creativity Knowledge, of open-source software . Understanding of existing, emerging and future technologies. Grant applications Budget/ financial management
Knowledge Social Model of Disability Digital Accessibility and assistive technology	**Knowledge** NDIS Disability Justice Movement Disability Allyship Digital Justice
Personal Attributes Exhibits passion, drive and professionalism Excellent communication and collaboration skills Ability to manage competing priorities and multi-task	

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Models' integrity, ethical behaviour, and practices consistent with Tutti Code of Conduct and Values Ensures a focus on wellbeing and safety of self and others, and raises concerns where necessary	

Employee Signature_____   Date_____
                            [Name]

Employer Signature_____   Date_____
                            [Name]

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