



## POSITION DESCRIPTION

<b>Position Title:</b>	Producer - Youth Engagement (TEI Program)
<b>Reports to:</b>	Executive Director
<b>Duration:</b>	Full-Time (38 hours per week)
<b>Salary:</b>	\$100,900 per annum + superannuation. FBT salary packaging available.
<b>Date:</b>	July 2025

## ABOUT ACE

Arts & Cultural Exchange (ACE) is a cultural organisation working on Dharug Country in Western Sydney. First Nations first, diversity and equity are our guiding principles. We have a longstanding reputation for three things: we are committed to social justice, we use creativity to reverse disadvantage and we produce groundbreaking interdisciplinary, intergenerational collaborative projects co-devised with the communities with whom we work.

We have five program pillars:

- First Nations
- Youth Engagement
- Multicultural Women
- Neurodivergent Artists
- Screen.

We are committed to creative excellence, intergenerational collaboration and justice-focused practice. Our work places First Nations first and centers the voices of communities historically excluded from cultural leadership.

## POSITION OVERVIEW

The Producer – Youth Engagement leads a program funded by the NSW Department of Communities and Justice (DCJ) through the Targeted Earlier Intervention (TEI) program. The role is responsible for the planning, coordination, implementation and monitoring of community-led projects that engage, empower and creatively develop young people (5 - 18 years) across Parramatta and Cumberland LGA (Western Sydney), particularly those who are marginalised or at-risk, in accordance with the TEI framework.

Working at the intersection of digital media, community development and contemporary arts practice, this role provides opportunities for young people to gain access to creative tools, professional pathways, and a sense of agency within their communities.

This is a leadership role for a highly motivated producer who thrives in community-led creative environments, is skilled in facilitation and project management, and brings a commitment to equity, collaboration and innovation.

## **KEY RESPONSIBILITIES**

### **Project Development & Delivery**

- Design and deliver high-impact, community-led projects with and for young people across Parramatta and Cumberland LGA
- Facilitate digital and creative workshops, events, and programs with an emphasis on capacity building and skills development
- Engage in ongoing consultation with youth communities to identify current needs, emerging ideas and responsive programming
- Work in partnership with schools, local councils, youth services, and grassroots collectives

### **Creative & Digital Facilitation**

- Lead creative projects including digital storytelling, creative technology, screen or media-based engagements with youth
- Ensure access to creative expression through inclusive and culturally safe practices
- Keep abreast of new tools, technologies, cultural trends, and global best practices

### **Stakeholder & Community Engagement**

- Build and maintain strong networks with community organisations, artists, youth workers, and service providers
- Represent ACE on inter-agency networks, coalitions, and sector forums
- Deepen ACE's presence in local community ecosystems through authentic relationship-building

### **Budget, Funding & Administration**

- Manage project budgets, timelines and compliance in line with DCJ funding agreements
- Monitor program performance and maintain accurate records, data collection and reporting in line with TEI Outcomes Framework and DCJ reporting requirements (DEX)
- Prepare funding reports, evaluation data, and KPI documentation
- Support income generation through grants, partnerships, and other sources
- Oversee contractors, artists, interns and volunteers

### **Marketing & Communications**

- Collaborate with ACE's Communications team to develop project documentation and promotional content
- Ensure youth projects are accurately represented on ACE's platforms (web, social media, newsletter)
- Contribute to audience engagement and storytelling strategies

## **SELECTION CRITERIA:**

### **Essential**

- Relevant tertiary qualifications and/or equivalent professional experience
- Minimum 2 years' experience producing community or cultural projects
- Strong track record of working with diverse, marginalised or at-risk youth
- Demonstrated experience in creative facilitation and/or digital media
- Excellent communication, interpersonal and project management skills
- Proven ability to build cross-sector partnerships and collaborate with a range of stakeholders
- Budget management and income generation experience, including grants and sponsorships
- Strong understanding of Western Sydney's diverse communities, youth-led practice, and social justice frameworks
- Ability to collect and manage program data and report using systems such as DEX.
- Experience in storytelling, content creation, or digital campaigns led by/for young people
- Ability to design and deliver creative professional development workshops or youth leadership initiatives
- Existing networks within the arts, youth, education, or social impact sectors in Western Sydney

## Desirable

- Experience in supervising staff, contractors, interns, or volunteers
- Experience in developing and delivering forums, workshops, and training programs
- Experience in working alongside First Nations, CALD, LGBTQIA+, or disability communities
- Familiarity with trauma-informed or culturally responsive practice in youth or community work
- Knowledge of arts-based evaluation methods
- Familiarity with relevant compliance and safeguarding frameworks (e.g. NSW Child Safe Standards)
- Proficiency with creative and communication platforms such as Adobe Creative Suite, Canva, or TikTok

## HOW TO APPLY:

Your application must include a cover letter no more than 2 pages addressing the Selection Criteria, a current CV and contact detail for 2 referees.

Please email your application by **5pm on 25th July 2025 (Friday)** with '**Application for Producer - Youth Engagement**' in the subject line to the Executive Director, Anne Loxley at [hr@aceinc.org.au](mailto:hr@aceinc.org.au).

For further enquiries please contact Anne Loxley on 02 8821 9157.

The successful applicant must undertake a Working with Children check prior to commencement and is subject to an initial three months probationary period.