**Youth Engagement Officer - Information Pack**

**Position Profile**:

The purpose of this position is to implement ManPAC’s Youth Strategy by developing and delivering four pillars to engage, connect, partner and respond with outcomes that address youth market needs, extend our engagement with this audience, and increase attendance of this demographic.

This position is funded through the Creative Regions’ Raise the Roof Program for one year. As such the position is offered as a one year part-time contract.

**Hours:** Part-time (3 days or 22.8 hours per week)

**Salary:** Commensurate with experience

**Package:**

Probation period of three months, employer contribution to superannuation as per ATO guidelines, 20 holiday days per annum accrued pro rata, with 17.5% holiday leave loading after one year’s service, 10 days sick leave per annum pro rata.

**Reporting to**: Artistic Director/CEO (AD/CEO)

**Deadline:** Applications close Wednesday 21 August 2019

**Starting:** ASAP

**Applications must:** - Address the selection criteria

- Include a resume

- Include the names and daytime contacts of two referees

**Forward to:** Guy Boyce, Artistic Director/CEO
PO Box 1049, Mandurah WA 6210
or guy.boyce@manpac.com.au

**SELECTION CRITERIA**

**Skills**

* Good written, oral, presentation and interpersonal communication skills with a strong attention to detail;
* Established capacity to work productively and co-operatively in a small, dynamic team;
* Enjoy engaging with the wide range of Centre stakeholders;
* Strong computer skills in Word and Excel;
* Current drivers licence.

**Experience**

* Experience in designing and delivering engagement programs;
* Experience in engaging with youth artists and audiences.

**Knowledge**

* Knowledge of current youth arts practice and the ability to educate potential audiences about it;
* Knowledge of WA school curriculum and the ability to connect ManPAC’s program offering to them;
* An interest in and sensitivity to artists, audiences and the community, and the benefits of engagement with arts and culture;
* Knowledge of the arts and cultural sector in WA and ManPAC’s profile within it;

MANDURAH PERFORMING ARTS INC.

**POSITION DESCRIPTION**

**POSITION:** YOUTH ENGAGEMENT OFFICER

**AWARD:** LIVE PERFORMANCE AWARD 2010 (FEDERAL)

**POSITION PURPOSE**

The purpose of this part-time position is to implement Mandurah Performing Arts Centre’s (ManPAC) Youth Strategy through developing and delivering four pillars to engage, connect, partner and respond with outcomes that address youth market needs, extend our engagement with this audience, and increase attendance of this demographic.

**POSITION CONTEXT**ManPAC has developed a vision to become a leading centre for the arts, with a key purpose of celebrating and sharing arts and cultural experiences, to unite our community and make Mandurah a great place to live.In seeking to understand our community, we note that Mandurah has a higher percentage (than WA State averages) of retirees (65+) and people aged 18 and under, with high levels of youth unemployment meaning people aged 19 – 45. This translates into the region having significantly lower numbers in the 19-45 year age groups compared to WA State averages. Acknowledging retirees and young people as core target audiences, it has been identified that there is a need for audience development in the youth sector, i.e. those aged between 13 and 25. This is the age when young people are forming their own opinions and tastes, when a positive experience will turn them on to the arts for life.

The Youth Engagement Officer reports to the Artistic Director/CEO in delivering on the four pillars of the ManPAC Youth Strategy:

* **Engage**: involve youth in each step of the strategy development process as well as increasing youth engagement with youth programs at MANPAC. In each step of the strategy development process, youth will be engaged and provided with opportunities to comment on and shape the strategy.
* **Connect**: develop accessible pathways between programs and creative experiences, connecting programs to each other and to peak program, and creating creative industry opportunities, career pathways and arts and culture experiences for young people.
* **Partner:** Identify and acknowledge existing strategies, services, stakeholders and networks in the community with the intention to avoid duplication of services and to capitalise on opportunities for developing relationships with regards to youth programming.
* **Respond**: Ensure research and subsequent program analysis is at the core of the Youth Strategy to ensure the program is relevant and responding to current needs and emerging trends. When considering the needs of the youth in our community, close attention to trends, environment, economy and social factors will be ongoing and the youth strategy will be flexible enough to evolve with these ever-changing parameters.

**RESPONSIBILITIES:**

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| * In partnership with the Artistic Director/CEO (AD/CEO), develop and implement the MANPAC Youth Strategy towards placing youth involvement at all levels at its core and thereby significantly increasing regional youth engagement with the Centre.
* Develop a series of programs that support the Youth Strategy pillars including YOU ARE … Program and the Moorings Residency Program.
* Assist in the effective coordination and connection for the various projects within the program and the overall ManPAC program.
* Ensure the program engages the community in a manner that promotes active partnerships and community collaboration.
* To continually build strong relationships with various youth service providers and community organisations.
* Ensure appropriate documentation, research and regular program analysis processes are set up and implemented for both reporting purposes and to ensure the programs are relevant to youth needs.
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**KEY RELATIONSHIPS:**

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| Responsible to the Artistic Director/CEO |
| Internal Liaisons * Marketing Team
* Finance Team
* Technical Team
* Patron Services Team
* Gallery Curator
* Education Officer and the Making Waves Education Program
* Dance Engagement Officer
* Development Manager
* Resident companies and youth programs, i.e. Riptide, Pulse, Bibbulmun Koorda, RahCon, Youth Artists Perspectives
* Centre Volunteers
* ManPAC Board members
* ManPAC youth artists and audiences
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| External Liaisons * City of Mandurah
* Arts and cultural sector (local and national)
* Youth sector (local and national)
* External suppliers
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