

Application Pack: Impact Producer/Project Manager, Wide Angle Tasmania

Position Details

Position Title	Impact Producer/Project Manager
Employment Type	Part time (0.5FTE) - 24 months fixed term
Hours of Work	19 hours per week with flexible arrangements for work hours
Place of Work	WAT's office in South Hobart
Remuneration	Up to SCHADS award level 5 depending on experience and qualifications
Reporting to	Executive Director

Position Summary

Wide Angle Tasmania (WAT) is seeking an experienced Impact Producer and Project Manager to implement a portfolio of WAT's projects and contribute to the development of our future program. Working closely with WAT's Executive Director the Impact Producer/Project Manager will collaborate with stakeholders, partners, project staff and participants. This is a newly created position that supports the GRIT, Films Work and 48 hour film festival projects.

Employment Basis

The Impact Producer/Project Manager position is offered as a 2-3 day per week (19 hours) position commencing ASAP for 24 months, with continuation beyond depending on funding. Some flexibility of work hours and out of office hours will be required according to the needs of projects being managed. The Impact Producer/Project Manager will work from WAT's office in Hobart. Some overnight intrastate travel will be required.

Key Responsibilities and Duties

- establish project goals and objectives; plan, manage and monitor the achievement of objectives over the project life; research and negotiate partnerships and opportunities for the projects
- create and manage relationships with a wide range of stakeholders, including project partners, funders, participants, volunteers, contractors and employees
- co-ordinate the marketing, promotion and media for each project
- manage financial and acquittal processes for each of the projects
- manage risks to ensure a safe environment for all involved
- identify and apply for funding for existing and future projects
- contribute to the broader work and goals of the organisation

Impact producer for the GRIT project (over 24 months)

- Design and manage project evaluation
- Develop and implement stakeholder engagement strategy and media strategy
- Develop materials for project partners to use
- Prepare contracts and production protocols
- Manage internship programme
- Develop and implement impact strategies for 12 x short films (includes creating action guides & press kits)
- Manage regional tour and outreach events for screenings
- Develop and implement distribution strategy for films (including festival, broadcast and online)

Project Manager for Films Work Project (over 24 months) and 48 Hour Film Festival (6 months)

- design course materials and curriculum for workshops and mentoring
- Design and implement evaluation process to measure the impact of this project
- Develop marketing strategy and materials
- Facilitate in person and online workshops and mentor participants in the programme
- Engage and manage judges, interns and tech support staff
- Co-ordinate and manage a series of screenings and awards

Essential Selection Criteria

- Experience in impact producing (film)
- Experience mentoring, coaching and/or teaching
- Established networks within all or some of the Tasmanian screen, community, government and business sectors
- Highly developed ability to work autonomously, collaboratively and manage staff

Other Requirements

- current Tasmanian driver's licence
- required to provide a satisfactory National Police Check and Working with Children Check

How to apply

Enquiries regarding the position can be directed to Abi Binning, WAT's Executive Director – phone 6223 8344, 0478 150 206 or email info@wideangle.org.au. Your application for the role of Impact Producer/Project Manager should include:

- Cover letter stating your interest and responding to the Selection Criteria (max. 2 pages)
- Curriculum Vitae (CV) including contact details, experience and education

Applications must be received by 9am Monday, March 15 by email to info@wideangle.org.au

Shortlisted applicants may be invited to attend an interview and provide referees.

About Wide Angle Tasmania

Established in 2005, Wide Angle Tasmania is the state's screen development organisation. It is a not-for-profit organisation that nurtures local talent by providing advice, training, access to film production equipment and production initiatives. Wide Angle Tasmania also offers Tasmanian audiences a diverse programme of screenings.

Mission

To strengthen Tasmania's screen culture by encouraging, developing and supporting Tasmanian screen practitioners.

Vision

A vibrant, diverse and renewable Tasmanian screen culture. Such a culture will be characterized by:

- Production of screen work that explores and expresses the stories, ideas and perspectives of Tasmanians
- Tasmanian screen productions that embrace diverse subjects, employ a variety of genres, styles, technologies, platforms and serve a range of purposes
- A Tasmanian screen community that is regularly replenished by the inclusion of new practitioners, new ideas and new approaches to production

Values

The values that guide our work include:

- *Resourcefulness*: making intelligent and creative use of limited resources
- *Openness*: being receptive to new and diverse ideas and approaches
- *Community*: sharing skills, talents, ideas and resources to support the work of others
- *Accountability*: taking responsibility for our actions and their outcomes

You can view a copy of Wide Angle Tasmania's 2019-2021 Strategic Plan online at:

www.wideangle.org.au/about