



## POSITION DESCRIPTION

<b>Position Title:</b>	Producer - First Nations Program
<b>Reports to:</b>	Executive Director
<b>Duration:</b>	Part-Time (3 days per week) On-going
<b>Salary:</b>	\$100,900 (Full Time rate) per annum + superannuation. FBT salary packaging available.
<b>Date:</b>	Feb 2026

## 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 - First Nations program will devise, manage and deliver a program of projects that explore the synergies between community cultural development and contemporary arts practices specific to Western Sydney First Nations communities and artists. The Producer - First Nations will consult closely ACE's First Nations Advisor.

## KEY RESPONSIBILITIES

### Project Development & Delivery

- Design and deliver high-impact, community-led projects with and for First Nations People across Western Sydney
- Continue to design and deliver ACE's First Nations ongoing programs, Dharug Voices, Artists in Residence, the programs at Nepean Creative and Performing Arts High School and continue to broker the new partnership with the Hospital School at Westmead
- Consult with ACE's Dharug Knowledge Holders, local First Nations communities, artists and cultural producers to generate cultural projects and audience engagement programs

- Undertake research and development for future programming
- Deepen cultural projects across a range of cultural forms and practices
- Facilitate digital and creative workshops, events, and programs with an emphasis on capacity building and skills development
- Engage in ongoing consultation with ACE's Dharug Knowledge Holders, First Nations 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 First Nations
- 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 First Nations community organisations, artists, youth workers, and service providers
- Represent ACE on 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 funding agreements
- Monitor program performance and maintain accurate records, data collection and reporting
- 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 First Nations communities
- Demonstrated experience in community consultation and engagement
- Demonstrated experience in the conceptualization, development, coordination and production of arts-based projects with First Nations Communities
- 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 First Nations communities

#### **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
- Knowledge of arts-based evaluation methods

## 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 6 March 2026 (Friday)** with '**Application for Producer - First Nations**' in the subject line to the Executive Director, Anne Loxley at **hr@aceinc.org.au**.

*This role is part of ACE's ongoing commitment to support First Nations voices, employment, and leadership. We strongly encourage applications from First Nations people with relevant skills and experience.*

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.