



# Professional Placement Program

**GUIDELINES**  
Callout for participants

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# PROFESSIONAL PLACEMENT PROGRAM 2024

## Guidelines – Callout for participants

### ABOUT THE PROFESSIONAL PLACEMENT PROGRAM

*Are you a Gold Coast based emerging to mid-career creative or arts worker who has experience working in a professional creative arts capacity? Are you looking to deepen your understanding of working in a professional context learning from senior mentors? Do you have a genuine desire to establish new relationships, networks, experience and knowledge to accelerate your career opportunities?*

This Professional Placement Program (Program) is a development initiative of the City of Gold Coast Arts and Culture Unit. It is designed to support the development of arts and culture creatives, producers and production personnel on the Gold Coast, through professional placement opportunities (Placements) within host organisations who have agreed to participate in the Program.

A competitive application and selection process is undertaken by the host organisations. Successful applicants will be paid a stipend by the host organisation to support their participation in the Program.

### PLACEMENTS ON OFFER

There are 31 different Placement roles on offer across a wide range of host organisations. These include:

HOST ORGANISATION	PLACEMENT ROLE
Aaron Chapman	<ul style="list-style-type: none"><li>• Photography &amp; Studio Assistant</li></ul>
Allan Caswell Music	<ul style="list-style-type: none"><li>• Songwriter / Artist Development Assistant</li></ul>
Beats Cartel	<ul style="list-style-type: none"><li>• Assistant Booking Agent</li></ul>
BIPOC Arts Australia	<ul style="list-style-type: none"><li>• Associate Producer</li></ul>
BLEACH* Festival	<ul style="list-style-type: none"><li>• Associate Producer</li></ul>
Cluster Arts	<ul style="list-style-type: none"><li>• Associate Producer, Edinburgh Fringe Festival</li></ul>
Corrina Bonshek & Collaborators	<ul style="list-style-type: none"><li>• Associate Producer</li></ul>
Diversity Models	<ul style="list-style-type: none"><li>• Marketing, Events &amp; Public Relations Assistant</li></ul>
Everybody NOW!	<ul style="list-style-type: none"><li>• Associate Producer - Projects</li><li>• Associate Producer - Company &amp; Operations</li></ul>
Flotsam Arts Inc	<ul style="list-style-type: none"><li>• Assistant Festival Photographer / Photo Editor</li><li>• Assistant Festival Video Producer / Editor</li></ul>
George Carpenter	<ul style="list-style-type: none"><li>• Assistant Recording Engineer</li></ul>
Gold Coast Eisteddfod	<ul style="list-style-type: none"><li>• Associate Producer</li><li>• Stage Manager &amp; Technical Assistant</li></ul>
Gold Coast Music Network	<ul style="list-style-type: none"><li>• Event &amp; Marketing Support Coordinator</li></ul>
GCMAGIC	<ul style="list-style-type: none"><li>• Community Engagement Assistant</li></ul>
HOTA Gallery	<ul style="list-style-type: none"><li>• Exhibitions Operations Assistant</li><li>• Public Programs Assistant</li></ul>
Miami Marketta	<ul style="list-style-type: none"><li>• Creative Assistant, SURFACE Festival</li></ul>
Mo's Desert Clubhouse	<ul style="list-style-type: none"><li>• Marketing Assistant &amp; Social Content Creator</li></ul>
Ravel	<ul style="list-style-type: none"><li>• Digital Media Content Creator</li></ul>
Serotonin Productions	<ul style="list-style-type: none"><li>• Assistant Studio Engineer &amp; Music Producer</li></ul>
Shock Therapy Arts	<ul style="list-style-type: none"><li>• Assistant Producer</li></ul>
Somerset Storyfest	<ul style="list-style-type: none"><li>• Producer, Storyfest Beach Library</li><li>• Producer, Writer's Festival</li></ul>

HOST ORGANISATION	PLACEMENT ROLE
Sprung! Dance Theatre	<ul style="list-style-type: none"> <li>Inclusive Assistant Producer</li> <li>Inclusive Arts Facilitator</li> </ul>
Studio Empire	<ul style="list-style-type: none"> <li>Assistant Choreographer, Youth Stage Productions</li> </ul>
SWELL Sculpture Festival	<ul style="list-style-type: none"> <li>Assistant Curator</li> <li>Marketing &amp; Communications Assistant</li> </ul>

## PLACEMENT DETAILS

For details of each Placement including host organisation and role details, start and finish dates etc, download the PDF below:

[Professional Placement Program 2024 Placement Details](#)

### PLEASE NOTE:

- You can apply to be considered for one or more Placement.
- If you are successful you will only be offered **ONE** Placement.
- Exact dates and duration of Placement to be confirmed between the host organisation and successful applicant.

## KEY DATES

DATE	ACTION
<b>Monday 26 February 2024 (midnight QLD)</b>	<b>Applications close</b>
By Friday 5 April 2024	Shortlisted applicants notified of interviews
<b>Week commencing 15 April and / or w/c 22 April 2024</b>	<b>Interviews conducted</b>
By Wed 1 May 2024	Applicants notified of interview outcomes
Week commencing 6 May 2024	Earliest Placement start date <i>Note: Some Placements may start later than this date. Refer to the Host Information and Role information document for start and finish dates of each Placement.</i>

**NOTE: If you are not able to meet the key dates above and / or the dates proposed for the Placement(s) you are interested in applying for, please make a note in your application form.**

## WHAT TO EXPECT

The successful applicant will be mentored by senior personnel within the host organisation while assisting with the creative, administrative, coordination and/or production elements as required by the host organisation.

The Placement will require a commitment over several months. The days of the Placement may be flexible and are negotiated with the host organisation depending on the needs of the Placement, the availability of the mentor and host organisation, and the nature of the tasks. Your host organisation will provide further details around your Placement schedule.

On a daily basis you may expect to liaise with your mentor, as well as other stakeholders to support the planning and delivery of various creative and/or production duties as assigned by your host organisation; attend meetings and site visits with your mentor and other members of the host organisation's project team; liaise with key stakeholders about your assigned projects; perform any other duties as required by a busy hands-on host organisation.

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## APPLICANT ELIGIBILITY

### Getting started

It is recommended that you contact the City of Gold Coast Officer to discuss your application and/or if you require assistance with completing the application form prior to submission.

#### Enquiries can be directed to:

Celia Smith  
Senior Project Officer  
Arts and Culture | Lifestyle and Community | City of Gold Coast  
T: 5581 7170 | E: [cultural@goldcoast.qld.gov.au](mailto:cultural@goldcoast.qld.gov.au)

### Who can apply?

The Program is designed for Gold Coast-based emerging to mid-career arts and culture creatives, producers and production personnel who have some experience working in a professional creative arts capacity.

The host organisations will consider applications from those seeking to deepen their work experience, further develop skills, networks and/or professional relationships. Applicants may have experience working on their own professional, or semi-professional arts and culture projects, or have experience working in a range of creative or production roles for arts and culture organisations. In addition, current / recent graduates of courses in the arts and creative industries who can have a minimum of 2 years official tertiary education industry-based experience are also welcome to apply.

Aboriginal and Torres Strait Islander artists, artists with disability and artists of linguistically and culturally diverse backgrounds are strongly encouraged to apply.

### Eligibility Criteria

#### To be eligible, applicants must:

- Be an emerging or mid-career arts and culture creative, producer or production personnel who has a minimum of 2 years accumulated experience working in a professional creative art capacity:
  - in their area of expertise and / or
  - within an organisation in the cultural or creative sector and / or
  - managing their own company and / or
  - official tertiary education industry-based experience.
- Be 20 years of age or older by the application due date.
- Be an Australian citizen or permanent resident.
- Be a resident of the Gold Coast.
- Have an Australian Business Number (ABN) registered in the name of the applicant.
- Have uploaded relevant compulsory support material as part of the application.
- Have no overdue City funding acquittals with the Arts and Culture Unit.

### Exclusions

You are ineligible to apply if you have any overdue outcome reports from a funding program delivered by the City's Arts and Culture Unit (e.g.) Regional Arts Development Fund (RADF), Arts Organisations Triennial Funding Program.

Applicants who are current employees of the entities listed below are ineligible to apply **UNLESS** their application includes a letter from their employer (CEO/Senior Management/Chair) stating that their application is not associated with their role at that entity.

These entities are:

- An organisation funded through the City's Arts Organisations Triennial Funding Program.
- The City of Gold Coast Council.
- Experience Gold Coast (i.e. HOTA Gold Coast, BLEACH\* Festival and Big City Lights, Gold Coast, Study Gold Coast, Destination Gold Coast and Major Events Gold Coast).

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## SELECTION CRITERIA & PROCESS

### Eligibility check

The City will conduct an internal eligibility check of all applicants before they can be confirmed for inclusion in the Program. You may be asked some questions around this.

### Selection criteria

**Applications will be assessed against the following criteria:**

- Relevance of skills and experience.
- Potential to contribute to ongoing arts and culture sector development on the Gold Coast.
- Ability to dedicate the required amount of time to the opportunity including good availability during the Placement dates.

### Selection process

- Written applications will be assessed by a panel, including representatives from the City of Gold Coast and the host organisation. Additional industry experts may be asked to assess applications if required.
- Shortlisted applicants will be invited to attend a panel interview.
- Participants will be selected based on their application and interview.
- The host organisations will then determine which applications were successful.

## SUPPORT

### Support provided

- The successful applicant will be paid a stipend by the host organisation to support their participation in the Placement. The stipend amount will depend on the nature of the assignment and the duration of the Placement with the host organisation.
- The successful applicant will be responsible for managing their own taxation, superannuation, and legal affairs.
- The successful applicant will be mentored by the host organisation's senior personnel, creatives and / or production personnel to gain practical industry experience to help propel their career as an arts and culture practitioner on the Gold Coast.
- Kick-off, mid-way and debrief meetings with the successful applicant, host organisation mentor(s) and a City of Gold Coast Representative will provide a structured overlay for additional reflection, feedback, and mentorship to ensure the professional development opportunity is maximised.

### Successful applicants may need to provide:

- Own laptop, phone, food, and beverages.
- Own personal insurance for the duration of the Placement (to be discussed with the host organisation).
- Own transport to and from place of residence and host organisation's office / site.
- Other items as agreed with the host organisation.

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## SUBMITTING YOUR APPLICATION

Applications are submitted via the City's Smartygrants website and must be submitted no later than the closing date and time outlined in the Key Dates section in these guidelines. Late submissions will not be accepted.

If you are unable to apply online, please let us know and we will provide you with a copy of the guidelines and application form in word document format.

*Accessibility is important to us. If you need this information in another format, please let us know.*

To apply, [CLICK HERE](#)

*For more information about City of Gold Coast opportunities, please visit [Arts and Culture](#) on the City's website. The city reserves the right to modify these guidelines at any time.*

FOR MORE INFORMATION

**P** 5581 7170

**W** [cityofgoldcoast.com.au](http://cityofgoldcoast.com.au)