

EXPRESSION OF INTEREST CREATIVE PRODUCER SERVICES



FREQUENTLY ASKED QUESTIONS (FAQS)

CREATIVE PRODUCER SERVICES

1. What are the responsibilities and duties of the Creative Producer?

The Creative Producer will:

- use extensive knowledge and skills to mentor and support artists and funded projects to develop and present new performance work at the Judith Wright Centre of Contemporary Arts (JWCoCA)
- assist these artists to build networks and secure commercial and professional opportunities
- act as key liaison between artists and JWCoCA to identify and manage resources to support creative development needs
- work closely with Arts Queensland in managing the use of JWCoCA space and equipment to support funded artists and organisations to develop and present their work
- ensure strong governance and compliance including a commitment to transparency, accountability and integrity and the Queensland Public Service Code of Conduct.

2. What is the Creative Producer's relationship with Arts Queensland and its JWCoCA team?

The Creative Producer:

- maintains lines of communication with the JWCoCA team to discuss and coordinate venue and equipment requirements to support participating artists
- acts as key liaison for artists and assist Arts Queensland in its administration of Queensland Arts Showcase Program's (QASP) – Arts Ignite funded projects
- is accountable to Arts Queensland's Director Development in ensuring services are delivered with integrity, transparency and accountability
- will ensure funded projects are delivered on time and budget, and contractual obligations and targets are met.

3. How do I quote for my professional services?

Applicants should estimate an annual service fee (as a fixed price indicating your hourly rates x time) in providing support for the development and presentation of new performance work across approximately 20 weeks per year. Your allocation for all administrative costs and disbursements should be considered in your fixed price.

Your fee for services will be further analysed in Stage 2, in direct negotiation with Arts Queensland.

QASP funding to artists for developing and presenting new performance work at JWCoCA is treated separately to the Creative Producer services and should not be included in your professional services quote.

4. What is the term of the contract?

The contract will commence from November - December 2017 and end in January 2019 (a 14 -month contract). Prior to the end of the initial contract period, Arts Queensland has the option to negotiate a further 12-month extension with the successful service provider.

5. Is there a preference between organisations or individuals to deliver these services?

Applicants can be individuals or organisations, and will be assessed against the EOI's eligibility criteria and the demonstration of the necessary skills, experience and resources required to undertake the Creative Producer's responsibilities and duties to achieve creative development outcomes.

6. How are the Creative Producer EOIs assessed and the successful applicant determined?

An independent assessment panel of arts industry experts will assess eligible proposals against the EOI assessment criteria, as outlined in the JWCoCA Creative Producer services EOI document.

The panel will make recommendations on the preferred contractor to Arts Queensland's Deputy Director-General for approval. Arts Queensland reserves the right to not award an agreement if no EOI is deemed suitable to meet the requirements of the services tendered.

7. When will I know the outcome of my EOI application?

Arts Queensland aims to notify applicants of their EOI outcome by the end of October 2017.

8. What happens if my application is successful?

The successful provider will receive written notification by end October 2017.

Arts Queensland will then commence contract negotiations with this provider, with the aim to have the contract finalised and executed from November 2017.

9. What is the process for clarification questions?

Applicants can submit clarification questions up until Monday 28 August 2017, by emailing jwcoca_creativeproducer@arts.qld.gov.au. After this date no further questions will be accepted.

All submitted questions will be de-identified and a written response will be provided.

To ensure equity throughout the process, first round clarification questions received up until Monday 21 August, 2017 will be available on Arts Queensland's [website](#) from Wednesday 23 August, 2017. A full and final round of clarification questions will be released from 4pm, Monday 4 September, 2017, until the EOI closes at 4pm, Monday 18 September, 2017.

10. What happens if a potential applicant is unable to be represented at the industry briefing?

While potential applicants are strongly encouraged to attend the industry briefing (in person or online), all eligible EOI applications will be accepted regardless of attendance. A recording and transcript of the industry briefing will also be made available online after the event.

11. Where can I find out more about the Queensland Arts Showcase Program?

Information on the Queensland Arts Showcase Program is available [here](#).



The Judith Wright Centre of Contemporary Arts is a Queensland Government initiative operated by Arts Queensland



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