



## FINANCE & ADMINISTRATION TEAM

# EQUITY & INCLUSION OFFICER POSITION SUMMARY

### Reports to:

Company Administrator

### Works closely with:

Senior Producer, Company Manager & Associate Producer, heads of department.

### Stakeholder relationships:

Community partners, peer organisations, government and philanthropic partners as directed by the Development Manager.

### Position Summary:

The Equity & Inclusion Officer is responsible for strengthening the internal capacity for Malthouse to operationalise its values around equity, inclusion, and access, and fully embrace its commitment to be a safe and rewarding organisation for all staff, artists, creatives, and audiences. Working closely with the Heads of Department, the Equity and Inclusion Officer will implement the Equity Action Plan and provide training and mentoring to staff and internal stakeholders in principles of equitable and inclusive practice. They will support the company's networking and community engagement through a lens of cultural safety, working on audience outreach initiatives and holding key relationships to further Malthouse's strategic goals.

This role would suit an IDEA professional with excellent understanding of equity & inclusion in theory and practice, and the ability to work collaboratively across all parts of the company to support the implementation of the EAP.

This is a part-time (0.6 FTE) position based at The Malthouse in Melbourne. Due to the nature of theatrical work, some evening and weekend work may be required.

### Company Profile

Malthouse is a unique artistic institution in Melbourne, Naarm full of history, that creates thought-provoking live theatre experiences and offers great hospitality. It's a place to connect and a place to feel at home in a community of artists and arts lovers. Be unafraid, be entertained, be switched on.

Malthouse Theatre offers a range of benefits to employees, including access to complimentary and discount tickets, salary sacrifice options, flexible work arrangements, generous discounts at our café and bar, a free and confidential Employee Assistance Program, and regular staff socials including company nights for each of our season shows.



# MALTHOUSE

Malthouse Theatre is an Equal Opportunity Employer. We are a theatre for all. First Nations, Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ people, people of colour, and people from culturally and linguistically diverse, migrant and/or refugee communities are strongly encouraged to apply.

## KEY DUTIES AND RESPONSIBILITIES

### Guidance and advice

- Provide effective guidance to the company on matters of cultural safety, equity, and inclusion, including but not limited to accessibility, diversity targets, and KPIs.
- Provide advice and support to the Executive and Heads of Department on equity and inclusion strategy, decision-making, and policymaking within the scope of the Equity Action Plan.
- With the Company Administrator, design and facilitate internal communications to build and maintain a positive and engaged workplace culture.
- With the Company Administrator and Company Manager & Associate Producer, design and implement pathways to resolution and feedback mechanisms for employees, volunteers, and contractors to report on matters of cultural safety, accessibility, equity, and inclusion.
- Serve as the organizational expert to advance, support, and promote inclusion, diversity, equity, access, and anti-racism goals in staffing, policies, procedures, and business and artistic practices.
- Ensure high standards of confidentiality and sensitivity in all communications, demonstrating excellent interpersonal skills and a high degree of professionalism.

### Equity Action Plan (EAP)

- Implement and deliver the EAP within budget and according to Malthouse's strategic plan.
- Work closely with the Development Manager and Company Administrator to identify and apply for funding opportunities to support the implementation of the EAP.
- Support key internal stakeholders to be empowered and well-equipped to deliver EAP goals.
- Track and report on EAP progress, including data management and consolidation to capture long-term trends.
- Report regularly to the Executive on EAP progress, ensuring key areas of risk or progress are communicated effectively and in a timely manner.
- Report regularly to all staff and stakeholders as appropriate on EAP progress and developments.
- Develop, deliver, and facilitate regular training, learning tools, and discussions for staff, artists, volunteers, audiences, and community partners to build and sustain proficiency in Equity and Inclusion skillsets and best practices.
- Engage external facilitators as needed to conduct training, cultural competency development, and restorative justice practices to help advance the organization's objectives.
- Further review and develop the EAP as required to ensure it remains relevant and actionable.

## **Support Community Engagement**

- Assist teams on researching avenues to engage and maintain relationships with First Nations, disabled, and CALD audiences.
- Build and maintain in CRM software Tessitura a database of community groups and diverse artists and provide data and advice to internal stakeholders to facilitate culturally specific campaigns and communications.
- Support the Company Manager & Associate Producer on delivery and evaluation of Takeover Nights and other audience engagement events.
- Stay up to date on industry standards and best practices as they apply to equity and inclusion.
- Establish and maintain productive relationships with IDEA professionals in peer organisations and across the industry.

## **KEY SELECTION CRITERIA**

1. Demonstrated understanding of and proficiency in diversity, equity, accessibility, and inclusion principles as they relate to the performing arts industry.
2. Excellent project management skills with demonstrated ability to manage budgets, schedules, and multiple stakeholders to deliver outcomes.
3. Demonstrated experience in community consultation and external stakeholder management, with the ability to manage relationships while representing an organisation's best interests.
4. Demonstrated excellence in communication with strong interpersonal skills and an understanding of change management processes.
5. Demonstrated understanding of the relevant legislation and best practice for workplace safety, accessibility, and anti-discrimination.

## **Inherent Physical Requirements**

The physical requirements of your position are consistent with those of an administrative worker in an office environment. The Malthouse Theatre administration office is located on Level Three of the Malthouse venue and is accessible by stairs. More information about access in our venue can be found here [malthousetheatre.com.au/access](http://malthousetheatre.com.au/access) .