**EXPRESSION OF INTEREST  
CREATIVE PRODUCER SERVICES**

**INFORMATION FOR APPLICANTS  
  
INTRODUCTION  
Judith Wright Centre of Contemporary Arts**Judith Wright Centre of Contemporary Arts (JWCoCA) is a contemporary visual and performing arts centre located in the heart of Fortitude Valley’s entertainment precinct. Celebrating 16 years in 2017, the Centre is owned and operated by the Queensland Government and managed by Arts Queensland. It features a 300-seat performance space, an 80-seat multipurpose space, modern art gallery, artist studios, a screening room, purpose-built administration and storage amenities, and rehearsal spaces.

JWCoCA is also home to a cluster of arts and cultural organisations, including the Aboriginal Centre for the Performing Arts, Ausdance Queensland, Circa Contemporary Circus, Expressions Dance Company, Flying Arts Alliance, the Institute of Modern Art, and Musica Viva, as well as a number of creative industry tenants, including Carbon Creative.

**Our vision**  
We will provide a place that:

* champions the development of Queensland artists
* celebrates and creates contemporary work and bold ideas
* connects artists with audiences, collaborators and partners
* explores and showcases our unique cultural identity
* creates a destination in the heart of Fortitude Valley.

**The opportunity**Arts Queensland is seeking Expressions of Interest (EOIs) from individuals and arts organisations to provide Creative Producer services for the development and presentation of new performance work at JWCoCA. This role will work closely with Arts Queensland in managing the use of JWCoCA space and equipment to support projects funded through the Queensland Arts Showcase Program’s (QASP) Arts Ignite stream.

EOIs for the Creative Producer services are to address the key functions as outlined in the **Creative Producer Overview**, in addition to the **Assessment Criteria**.

**CREATIVE PRODUCER OVERVIEW**  
  
T**he Creative Producer’s key functions  
The Creative Producer will:**

* deliver quality producer services to successful Arts Queensland funded applicants for the creative development and presentation of new performance work at JWCoCA; including their access to new markets, and national and international touring opportunities
* work closely with Arts Queensland in supporting the administration of funding and act as a key liaison between funded artists and the JWCoCA team
* ensure strong governance and compliance including a commitment to transparency, accountability and integrity and the [Queensland Public Service Code of Conduct](https://www.forgov.qld.gov.au/code-conduct-queensland-public-service) (<https://www.forgov.qld.gov.au/code-conduct-queensland-public-service>) .

**Measures of success  
The successful provider will be measured by the:**

* artistic and business development of artists developing and presenting new performance work at JWCoCA
* quality of works produced and the provision of new presentation and touring opportunities
* quality of services provided to artists
* integrity, transparency and accountability of service delivery (in accordance with the standards defined in the [Queensland Public Service Code of Conduct](file:///C:\Users\achurch\AppData\Local\Hewlett-Packard\HP%20TRIM\TEMP\HPTRIM.5336\Queensland%20Public%20Service%20Code%20of%20Conduct%20(https:\www.forgov.qld.gov.au\code-conduct-queensland-public-service)) <https://www.forgov.qld.gov.au/code-conduct-queensland-public-service>) .

**Arts Queensland responsibilities  
Arts Queensland will:**

* own and operate JWCoCA
* promote and administer the QASP funding program; including application, assessment, funding agreement and acquittal of participating artists
* provide marketing and communication services for the presentation of new work
* prepare briefs and approval requests for the Minister for the Arts as required.

**Timeline  
Stage 1**EOI opens Monday 14 August, 2017

RSVPs close for Industry briefing 5pm, Thursday 17 August, 2017

Industry briefing event and webcast  
First round of clarification questions accepted Monday 21 August, 2017

First round of clarification questions released online Wednesday 23 August, 2017  
  
Final round of clarification questions accepted Monday 28 August, 2017

Full and final round of clarification questions released online 4pm, Monday 4 September, 2017  
  
EOI closes 4pm, Monday 18 September, 2017

Tender evaluation process commences Thursday 21 September, 2017

Shortlisted providers will be notified and enter  **Stage 2** by invitation only October, 2017

Preferred candidates will enter contract negotiations,   
with contract award by December 2017 November - December, 2017

**EOI SUBMISSION PROCESS & REQUIREMENTS  
  
The EOI submission process is in two stages:  
  
Stage 1: Expression of Interest**Applicants are required to download the EOI submission form online [here](http://artsengage.initiatives.qld.gov.au/images/documents/artsqld/Guidelines/creative-producer-submission-form.docx) *(*<http://artsengage.initiatives.qld.gov.au/images/documents/artsqld/Guidelines/creative-producer-submission-form.docx>)*.*   
  
Please complete and submit this form, with any relevant attachments, via email [jwcoca\_creativeproducer@arts.qld.gov.au](mailto:jwcoca_creativeproducer@arts.qld.gov.au) by 4pm, Monday 18 September, 2017.**Stage 2: Direct negotiation, invitation only**A maximum of two providers will be invited to enter into post-offer contract negotiations.

**Eligibility criteria  
Eligible applicants must:**

* be based in Queensland
* have an active ABN
* be operating in an arts/cultural/creative industry context, and/or have core business objectives in these specialty areas
* have the operational and financial capacity to commit to an initial 14-month agreement with Arts Queensland
* have satisfied the reporting requirements of any previous Arts Queensland funding
* not be a current employee of a state government agency
* not be a current or former Arts Queensland employee who ceased employment less than six months before applying.

**ASSESSMENT CRITERIA   
Knowledge and experience**

* strong track record in identifying and supporting emerging talent
* demonstrated experience in developing new performance works and facilitating market opportunities
* strong track record in performing arts production
* extensive understanding of the contemporary performing arts sector.

**Business and stakeholder management**

* demonstrated strong financial and operational management
* extensive experience in developing networks and partnerships that deliver results
* customer-focussed and able to negotiate and manage complex partnerships with multiple stakeholders.

**Viability and innovation**

* operational and financial capacity of the applicant to deliver the Creative Producer’s key functions
* ability to pre-empt and mitigate risks
* ability to identify, develop and implement innovative practices that enhance service delivery and drive sustainable outcomes.

**ADDITIONAL INFORMATION  
General enquiries  
Enquiries related to the Creative Producer EOI process should be directed to:**   
[jwcoca\_creativeproducer@arts.qld.gov.au](mailto:jwcoca_creativeproducer@arts.qld.gov.au)  
Please note: Final deadline for Arts Queensland receiving clarification enquiries is Monday 28 August, 2017.

**FAQs**[Frequently asked questions](http://www.arts.qld.gov.au/creative-producer-EOI-FAQs) ([www.arts.qld.gov.au/creative-producer-EOI-FAQs](http://www.arts.qld.gov.au/creative-producer-EOI-FAQs)) have been developed for this EOI submission process.

**Industry briefing**  
An industry briefing will be held to support this EOI process.  
  
Where: Multi-purpose room Level 2, JWCoCA  
 OR   
 online via the live webcast  
  
When: 9:30am – 10:30am   
 **Monday 21 August, 2017**

All artists and arts organisations interested in submitting an EOI for the Creative Producer services are encouraged to attend the briefing. RSVPs will be accepted no later than 5pm, Thursday 17 August, 2017.

To participate:

* register for the industry briefing [here](https://www.eventbrite.com.au/e/creative-producer-services-eoi-industry-briefing-registration-tickets-36741262104) (<https://www.eventbrite.com.au/e/creative-producer-services-eoi-industry-briefing-registration-tickets-36741262104>), or
* if you are unable to attend in person, register [here](https://www.eventbrite.com.au/e/creative-producer-services-eoi-industry-briefing-registration-tickets-36741262104) (<https://www.eventbrite.com.au/e/creative-producer-services-eoi-industry-briefing-registration-tickets-36741262104>) for the live webcast

**General Contract Conditions**   
The [General Contract Conditions](http://www.hpw.qld.gov.au/SiteCollectionDocuments/GeneralContractConditionsV2.pdf) (<http://www.hpw.qld.gov.au/SiteCollectionDocuments/GeneralContractConditionsV2.pdf>) are designed to be used in connection with contract details to be negotiated with the successful provider. Contract details will include additional terms and conditions specific to the services being tendered and will be negotiated and executed between Arts Queensland and the successful provider. It is recommended that applicants review the [General Contract Conditions](http://www.hpw.qld.gov.au/SiteCollectionDocuments/GeneralContractConditionsV2.pdf) (<http://www.hpw.qld.gov.au/SiteCollectionDocuments/GeneralContractConditionsV2.pdf>) and seek any clarifications prior to submitting an EOI.