

Professional Placement Program 2027 - Hosts / Mentors

Application Form

Form Preview

ELIGIBILITY

* indicates a required field

To be eligible to apply you must satisfy ALL of the eligibility criteria below. Refer to the Guidelines for more information - [CLICK HERE](#).

If you are unsure of your eligibility to submit this application, email the City of Gold Coast Council Senior Arts Officer - Sector Development with **Professional Placement Enquiry** as the subject to cultural@goldcoast.qld.gov.au

HOST ELIGIBILITY

To be eligible as a Host you must meet the following criteria:

Do you have strong arts and cultural professional industry connections and networks? *

- ☐ Yes
- ☐ No (You are NOT eligible - do not proceed further)

Are you a practicing artist or arts professional or engage practicing artists or arts professionals? *

- ☐ Yes
- ☐ No (You are NOT eligible - do not proceed further)

Are you recognised as an arts and cultural expert? *

- ☐ Yes
- ☐ No (You are NOT eligible - do not proceed further)

Are you an Australian citizen or permanent resident? *

- ☐ Yes
- ☐ No (You are NOT eligible - do not proceed further)

Are you based on the Gold Coast or up to 160kms from the City of Gold Coast Council's office in 8 Karp Court, Bundall? *

- ☐ Yes
- ☐ No (You are NOT eligible - do not proceed further)

Do you have public liability insurance with a minimum cover of \$20million? *

- ☐ Yes
- ☐ No - but I am willing to obtain it if I am selected as a host
- ☐ No - and I am not willing to obtain it even if I am selected as a host (You are NOT eligible - do not proceed further)

If working with someone from a vulnerable community including First Nations peoples, people with disability, young people (12-24 years), children (0-11 years), or other vulnerable groups, do you hold the appropriate qualifications, certification and training? *

- ☐ N/A - not working with vulnerable groups

Professional Placement Program 2027 - Hosts / Mentors Application Form

Form Preview

- ☐ Yes - if you are selected as a final host, you will be asked to provide evidence of your qualifications / certification / training
- ☐ No (You are NOT eligible - do not proceed further)

Do you hold appropriate qualifications and / or certifications to provide a safe, inclusive and culturally aware working environment? *

- ☐ Yes - if you are selected as a final host, you will be asked to provide evidence of your qualifications / certification
- ☐ No (You are NOT eligible - do not proceed further)

Do you have a registered Australian Business Number (ABN) in the name of the applicant? *

- ☐ Yes
- ☐ No (You are NOT eligible - do not proceed further)

Do you have an outstanding City of Gold Coast Council project or funding acquittal? *

- ☐ No
- ☐ Yes (You are NOT eligible - do not proceed further)

Do you have an outstanding City of Gold Coast Council Arts Sector Development Program Outcome Report? *

- ☐ No
- ☐ Yes (You are NOT eligible - do not proceed further)

Refer to the Professional Placement Guidelines Glossary for more details.

Do you have any previous Professional Placement Program stipend overdue for payment to the City of Gold Coast and / or the Participant?

- ☐ N/A - I have not been a previous Professional Placement Host
- ☐ No
- ☐ Yes (You are NOT eligible - do not proceed further)

Are you an employee of the City of Gold Coast? *

- ☐ No
- ☐ Yes (You are NOT eligible - do not proceed further)

Refer to the Professional Placement Guidelines Glossary for more details.

Are you a private or public educational institution (including Parent and Citizen Associations or similar)? *

- ☐ No
- ☐ Yes (You are NOT eligible - do not proceed further)

APPLICANT SPECIAL CONDITIONS

Are you a current City of Gold Coast contractor and / or volunteer? (Refer to Glossary) *

- ☐ No
- ☐ Yes

Is your proposed Placement role associated with your City contract and / or volunteer deliverables?

Professional Placement Program 2027 - Hosts / Mentors

Application Form

Form Preview

- ☐ No
- ☐ Yes (You are NOT eligible - do not proceed further)

Are you a current City of Gold Coast Arts Sector Development Program participant? (refer to Glossary) *

- ☐ No
- ☐ Yes

What City of Gold Coast Arts Sector Development Program(s) are you currently participating in?

Are you a City of Gold Coast Controlled Entity? (refer to Glossary) *

- ☐ No
- ☐ Yes

MENTOR ELIGIBILITY

You must assign up to 2 Mentors (Primary and Secondary Mentor) to work with the Placement participant within your workplace.

To be eligible, the Mentor(s) must meet the following criteria:

CRITERIA 1: The assigned mentor(s) must be a professional in the arts and culture sector with a minimum of 5 years accumulated experience in:

- their area of creative or cultural expertise and / or
- within an organisation in the cultural or creative sector and / or
- managing their own creative or cultural company.

CRITERIA 2: Within the past 5 years, the assigned Mentor(s) must have:

- participated in formal mentoring programs and / or
- mentored individuals or teams, and / or
- provided training or guidance on cultural, creative or related projects.

CRITERIA 3: Upload relevant compulsory support material as part of the application including current resume.

Is / are the assigned Mentor(s) an arts and culture sector professional with a minimum of 5 years accumulated experience either in their area of creative or cultural expertise and / or within an organisation in the cultural or creative sector and / or managing their own creative or cultural company? *

- ☐ Yes
- ☐ No (They are not eligible to be a Mentor)

Within the past 5 years, has the assigned Mentor(s) participated in formal mentoring programs and / or mentored individuals or teams and / or provided training or guidance on cultural, creative or related projects? *

Professional Placement Program 2027 - Hosts / Mentors

Application Form

Form Preview

- ☐ Yes
- ☐ No (They are not eligible to be a Mentor)

BUSINESS DETAILS

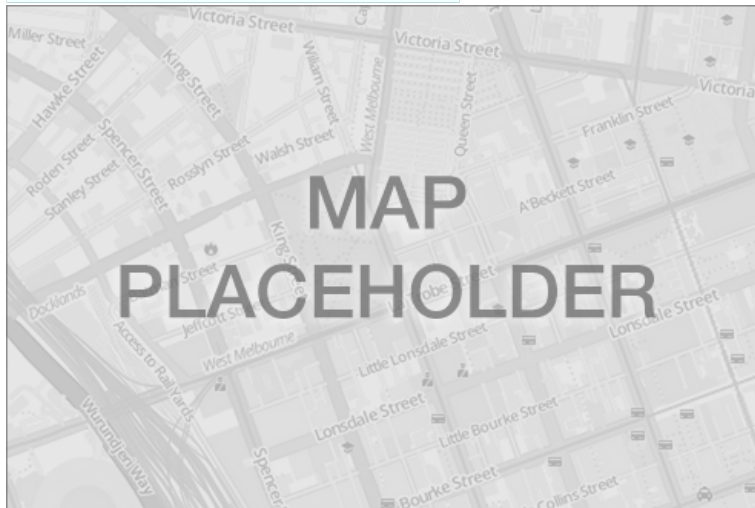
* indicates a required field

Business name *

Organisation Name

Street address *

Address



Address Line 1, Suburb/Town, State/Province, and Postcode are required.

You must be based within 160kms of the City of Gold Coast offices (8 Karp Court, Bundall) to be eligible for this opportunity.

Business website *

Must be a URL.

What type of business structure do you operate under? *

- ☐ Sole Trader
- ☐ Company
- ☐ Partnership
- ☐ Other:

Australian Business Number details (ABN) *

Professional Placement Program 2027 - Hosts / Mentors

Application Form

Form Preview

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

What is your business's artform? You may select more than one answer. *

- | | |
|--|--|
| ☐ Circus / Physical Theatre | ☐ Music |
| ☐ Collections and Cultural Heritage | ☐ Public Art |
| ☐ Community Engagement | ☐ Visual Arts |
| ☐ Dance | ☐ Theatre |
| ☐ Digital / Media | ☐ Writing / Literature |
| ☐ Film | ☐ Other: <input type="text"/> |
| ☐ Multi-Art Form | |

HOST ORGANISATION ASSESSMENT

Each applicant will be assessed across a number of areas as outlined in the Guidelines.

Tell us about your business, its experience in the arts and cultural sector and why you think it would be a suitable Host Organisation *

Word count:

Must be no more than 300 words.

Tell us about how your business has been involved in previous mentoring programs in the cultural or creative sector. Highlight the professional connections and networks you will bring to the Professional Placement Program. *

Word count:

Must be no more than 300 words.

Professional Placement Program 2027 - Hosts / Mentors

Application Form

Form Preview

How will your business and proposed Placement contribute to the development of the Gold Coast arts and culture sector. *

Word count:

Must be no more than 300 words.

Are there any other commitments that your business and / or mentors may have that would impact the ability to dedicate the required amount of time to the Placement? If so, please provide more details and a proposed resolution to the situation. *

Word count:

Must be no more than 300 words.

Have you and / or your business been a Host Organisation for the City of Gold Coast Professional Placement Program before? *

- ☐ Yes
☐ No

What year(s) have you and / or your business been a Host for the City of Gold Coast Professional Placement Program?

ONLY APPLICABLE TO APPLICANTS LOCATED BETWEEN 100km AND 160kms FROM 8 KARP COURT, BUNDALL:

- Making the Placement as flexible as possible for your participant is important as it may mean the difference between people applying for your Placement or not.
- We recommend you contact the [City of Gold Coast Senior Officer](#) to discuss your proposed Placement(s) prior to submitting your application.
- **Please answer the question below regarding work place logistics.**

Tell us any initial ideas you may have regarding the participants time working onsite with you and your team v's time working online / from home. This can then be discussed with potential participants during the interview process if you are selected as a Host.

Word count:

Must be no more than 300 words.

Key Contact Person

Professional Placement Program 2027 - Hosts / Mentors

Application Form

Form Preview

Please complete the details below for your business's Key Contact Person.

The Key Contact Person should be authorised to act on behalf of the business and will be the official contact for all correspondence.

Name *

Title

First Name

Last Name

Organisation

Email *

Must be an email address.

Mobile Phone Number *

Must be an Australian phone number.

MENTOR DETAILS

* indicates a required field

You must at minimum, assign a Primary Mentor to oversee the participant and their Placement.

It is preferable for a Secondary Mentor from within the business to also be assigned to the Placement (i.e.) 1 x Primary Mentor and 1 x Secondary Mentor.

PLEASE NOTE:

- Only assigned Mentors that have been included in this application form are eligible to mentor the successful applicant.
- A current resume for each assigned Mentor must be included as part of this application.
- **To be eligible, the assigned Mentor(s) must meet the following criteria:**

CRITERIA 1: The assigned mentor(s) must be a professional in the arts and culture sector with a minimum of 5 years accumulated experience in:

- their area of creative or cultural expertise and / or
- within an organisation in the cultural or creative sector and / or
- managing their own creative or cultural company.

CRITERIA 2: Within the past 5 years, the assigned Mentor(s) must have:

- participated in formal mentoring programs and / or
- mentored individuals or teams, and / or
- provided training or guidance on cultural, creative or related projects.

Professional Placement Program 2027 - Hosts / Mentors

Application Form

Form Preview

CRITERIA 3: Upload relevant compulsory support material as part of the application including current resume in the relevant section below.

Please indicate how many assigned Mentors you are including in your application

*

- ☐ 1 x Primary Mentor only
- ☐ 1 x Primary Mentor and 1 x Secondary Mentor

PRIMARY MENTOR DETAILS

Name *

Title First Name Last Name

Position / title *

Do you identify with any of the following demographics / groups? Please select all that apply. *

- | | |
|--|---|
| ☐ Person with disability | ☐ People from culturally and linguistically diverse background |
| ☐ Aboriginal | ☐ LGBTQIA+ |
| ☐ Torres Strait Islander | ☐ Deaf / deaf community |
| ☐ Australian South Sea Islander | ☐ Older people (55 years +) |
| ☐ Born overseas | ☐ Young people (12 - 24 years) |
| ☐ Use a language other than English at home | ☐ Other: <input type="text"/> |

Tell us about your professional work experience in the arts and cultural sector. Note you must demonstrate you have a minimum of 5 years' experience. (Refer to Eligibility section for more details). *

Word count:

Must be no more than 500 words.

Tell us about your mentorship experience within the last 5 years including participation in formal mentoring programs and / or mentoring individuals or teams and / or providing training or guidance on cultural, creative or related projects. (Refer to Eligibility section for more details) *

Word count:

Must be no more than 500 words.

Primary Mentor's Resume

Professional Placement Program 2027 - Hosts / Mentors Application Form

Form Preview

For your application to be eligible, you must include a copy of the Primary Mentor's current resume by attaching a file below.

Resumes must be current, include mentoring and arts and culture experience, and be a maximum of 2 x A4 pages.

Primary Mentor's Resume *

Attach a file:

Maximum 2 x A4 pages.

Primary Mentor's Referee

Please provide contact details of one referee who the Primary Mentor has worked with in a mentorship capacity and / or worked with in another capacity that can support your application.

Please note the referee cannot be another employee or contractor within the same organisation.

Name *

Title First Name Last Name

----------------------	----------------------	----------------------

Organisation

Position

Email *

Must be an email address.

Mobile Phone Number *

Must be an Australian phone number.

SECONDARY MENTOR DETAILS

Name *

Title First Name Last Name

----------------------	----------------------	----------------------

Position / title *

Professional Placement Program 2027 - Hosts / Mentors Application Form

Form Preview

Do you identify with any of the following demographics / groups? Please select all that apply. *

- | | |
|--|---|
| ☐ Person with disability | ☐ People from culturally and linguistically diverse background |
| ☐ Aboriginal | ☐ LGBTQIA+ |
| ☐ Torres Strait Islander | ☐ Deaf / deaf community |
| ☐ Australian South Sea Islander | ☐ Older people (55 years +) |
| ☐ Born overseas | ☐ Young people (12 - 24 years) |
| ☐ Use a language other than English at home | ☐ Other: <input type="text"/> |

Tell us about your professional work experience in the arts and cultural sector. Note you must demonstrate you have a minimum of 5 years' experience. (Refer to Eligibility section for more details). *

Word count:

Must be no more than 500 words.

Tell us about your mentorship experience within the last 5 years including participation in formal mentoring programs and / or mentoring individuals or teams and / or providing training or guidance on cultural, creative or related projects. (Refer to Eligibility section for more details). *

Word count:

Must be no more than 500 words.

Secondary Mentor's Resume

For your application to be eligible, you must include a copy of the Secondary Mentor's current resume by attaching a file below.

Resumes must be current, include mentoring and arts and culture experience, and be a maximum of 2 x A4 pages.

Resume - Secondary Mentor *

Attach a file:

Maximum 2 x A4 pages.

Secondary Mentor's Referee

Please provide contact details of one referee who the Secondary Mentor has worked with in a mentorship capacity and / or worked with in another capacity that can support your application.

Please note the referee cannot be another employee or contractor within the same organisation.

Name *

Professional Placement Program 2027 - Hosts / Mentors

Application Form

Form Preview

Title	First Name	Last Name

Organisation

Position

Email *

Must be an email address.

Mobile Phone Number *

Must be an Australian phone number.

PLACEMENT DETAILS

* indicates a required field

PLACEMENT OVERVIEW

The role of the Host is to provide hands on mentorship in their place of work through a range of creative, administrative, coordination and / or production tasks in-line with an agreed role.

A key to the success of the Placement is for the Host to assign varied and meaningful tasks and opportunities to the participant throughout their Placement. This enables the participant to develop their creative and / or technical production skills through hands on experience.

PLEASE NOTE: This application is for the role of a Host in the 2027 Program only. Applicants interested in being a Host for future iterations of the program will need to submit a separate application at the relevant time. (e.g. Applications for the 2028 Program will be open in late 2027).

CAREER STAGE PLACEMENT OPTIONS

To cater for different professional development needs of early career and mid-career Placement participants, the Program offers two tailored placement types. Applicants may nominate to offer one or both of the following:

- **Early Career Placement:** 40 hours one-on-one mentorship with Host, and / or
- **Mid-career Placement:** 30 days hands-on professional development with Host.

PROPOSED PLACEMENT DETAILS

Professional Placement Program 2027 - Hosts / Mentors

Application Form

Form Preview

You are only required to provide initial information on the proposed role and timing of the Placement(s) you can offer for the 2027 Program.

Please complete the questions below with details of your proposed Placement(s). When answering the questions, please remember:

Placement duration - Early career Mentorship: 40 hours

Placement Duration - Mid-career Placement: 30 days

Earliest Placement start date: June 2027

Latest Placement finish date: March 2028

Placement role details & schedule: Final details of the role and the tasks assigned to the participant and schedule will be agreed between the City and the Host after the Host is selected.

Placement workplace: To maximise learnings, the preference is to have the participant work in the same location as the Host. However we appreciate that this is not always possible due to logistics and / or availability and that a combination of onsite and working from home may need to be an option.

Placement Opportunities

If selected as a Host, you may only mentor one Placement at a time, unless otherwise agreed with the City. However, you are welcome to nominate up to two (2) Placement opportunities in your application. This can be:

- two early Career Placements, or
- two Mid-career Placements, or
- one early career and one mid-career Placement, depending on the mentor's skills, experience and availability.

How many Placement opportunities are you including in your application? *

- ☐ (1) or
☐ (2)

PLACEMENT (1)

Placement (1) role / title *

Organisation Name

Is Placement (1) an early career mentorship (40hrs) or mid-career placement (30 days)? *

- ☐ Early career (40 hours)
☐ Mid-career (30 days)
☐ Could be either early career or mid-career

Brief description of Placement (1) role including any specific tasks. *

Professional Placement Program 2027 - Hosts / Mentors

Application Form

Form Preview

Word count:
Must be no more than 300 words.

How does Placement (1) align with the objectives of the Placement Program and why should it be included as one of the Placements offered to the sector as part of the 2027 Professional Placement Program? *

Word count:
Must be no more than 300 words.

Proposed Placement (1) start date (no earlier than June 2027) *

Proposed Placement (1) finish date (no later than March 2028) *

Does Placement (1) focus on Brisbane 2032 Games-ready content and / or specific skill development? For example: a pilot project; a skill that needs development or increase in numbers; supporting the development of a specific cohort and / or artists (e.g. First Nations, artists with disability etc) *

- ☐ Yes
☐ No

Please provide further details.

Word count:
Must be no more than 300 words.

PLACEMENT (2)

Based on the information provided above, you have confirmed that you are including 2 Placement opportunities in your application. Please provide details of your 2nd Placement opportunity in the section below.

Placement (2) role / title *

Organisation Name

Brief description of Placement (2) role including any specific tasks. *

Professional Placement Program 2027 - Hosts / Mentors

Application Form

Form Preview

Word count:

Must be no more than 300 words.

How does Placement (2) align with the objectives of the Placement Program and why should it be included as one of the Placements offered to the sector as part of the 2027 Professional Placement Program? *

Word count:

Must be no more than 300 words.

Please note: Proposed dates of the 2nd placement must NOT overlap the dates of the 1st Placement.

Proposed Placement (2) start date (no earlier than June 2027) *

Proposed Placement (2) finish date (no later than March 2028) *

Does Placement (2) focus on Brisbane 2032 Games-ready content and / or specific skill development? For example: a pilot project; a skill that needs development or increase in numbers; supporting the development of a specific cohort and / or artists (e.g. First Nations, artists with disability etc) *

- ☐ No
☐ Yes

Please provide further details

Word count:

Must be no more than 300 words.

SUPPORT MATERIAL

TIPS FOR UPLOADING FILES

- Allow enough time for each file to upload before trying to attach another file.
- Files can be up to 25MB each however, we recommend keeping files to a maximum of 5MB each. The larger the file, the longer the upload time.
- Suitable formats to upload include JPEG, MP3, MP4, MPEG Video, PDF, Word files.
- If you are including weblinks, don't forget to list any passwords in the allocated section above.

Professional Placement Program 2027 - Hosts / Mentors

Application Form

Form Preview

- If you encounter difficulties uploading a document, contact the **City of Gold Coast Council Senior Arts Officer - Sector Development** via email cultural@goldcoast.qld.gov.au

COMPULSORY SUPPORT MATERIAL: All applicants

The following support material is **COMPULSORY** for **ALL APPLICANTS**

Resume:

- A copy of each assigned Mentor's current resume must be included in this application.
- Resumes must be current, include mentorship and arts and culture experience and be a maximum of 2 x A4 pages.
- Resumes are to be uploaded in the MENTOR DETAILS section of this application form.

PLEASE NOTE: If the application does not include all COMPULSORY support material, it will be deemed ineligible and will not progress to the next stage of the selection process.

OPTIONAL SUPPORT MATERIAL

The following support material is **OPTIONAL**:

- Letter of support evidencing previous mentoring and arts and culture experience.
- Other evidence that supports:
 - your work in the arts and culture sector and / or mentoring experience
 - your application

Optional support material must be uploaded below.

**Letter of support
evidencing previous
mentorship experience**

Attach a file:

**Other evidence that
supports your work in
the arts and culture
sector**

Attach a file:

**Other evidence
that supports your
application**

Attach a file:

Other files (if required)

Attach a file:

Weblink (if required)

Must be a URL.

Weblink (if required)

Must be a URL.

Professional Placement Program 2027 - Hosts / Mentors

Application Form

Form Preview

Passwords (if required)

List any passwords to weblinks and / or uploaded files.

CERTIFICATION

* indicates a required field

I certify that:

- I have read and will abide by the City of Gold Coast Council Professional Placement Program Guidelines together with any published revisions which will be made available by the City of Gold Coast Council.
- The statements in this application are true and correct to the best of my knowledge, information, and belief.
- I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.
- If I am completing this application on behalf of an individual, business and / or company, I am authorised to act on behalf of that individual, business and / or company.
- I acknowledge that if I am a successful applicant, information in this application will form part of my Agreement with the City of Gold Coast.
- I consent to the information provided in this application being used by the City of Gold Coast for:
 - Processing and assessment of my application
 - Reporting purposes, training, systems, testing and process improvement. The information may be anonymised and used for statistical purposes.
 - Promotion of the Program or the promotion of funding outcomes for arts and cultural development on the Gold Coast. For this purpose, the information and your contact details may be provided to the media and other agencies who may contact you directly. The Council may also publish the Information in its Annual Reports or on its websites.
 - Contacting me regarding upcoming opportunities offered by the City of Gold Coast Council.
- I give permission for the City of Gold Coast to forward my application to industry experts if required for the purpose of assessing the application.
- I acknowledge that referees listed in this application may be contacted.

The information you provide in your application will be used by the City of Gold Coast Council to process your application and disclose it to the assessment panel and, if your application is successful, to process, pay and administer your stipend to your host organisation,

If your application is successful, the following information may be used by the City of Gold Coast Council to assist with promoting the Program:

- any written or verbal feedback you provide about the Program, your participant or feedback in general
- text and images relating to your participation in the Program

Information Privacy and Right to Information

The City of Gold Coast treats all personal information in accordance with the *Information Privacy Act 2009*.

Professional Placement Program 2027 - Hosts / Mentors Application Form

Form Preview

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the City of Gold Coast.

For more details on the City's Privacy Statement and Right to information and how these apply to you, please visit the City of Gold Coast website:

- [Privacy | City of Gold Coast](#)
- [Right to information | City of Gold Coast](#)

I agree to the above *

☐ Yes

☐ No

Applicant Name *

First Name

Last Name

Date *

Must be a date.

COMMUNICATION

* indicates a required field

FEEDBACK

Your feedback is invaluable and helps us to improve Programs provided by the City of Gold Coast Council. Information in this section is not used to assess your application. Information you provide will be aggregated and used to review access to City of Gold Coast programs.

Where did you hear about the Professional Placement Program Host / Mentor callout? *

- ☐ Direct email from City of Gold Coast
- ☐ City of Gold Coast's Arts & Culture eNewsletter
- ☐ City of Gold Coast's Arts & Culture Facebook
- ☐ City of Gold Coast's Arts & Culture Instagram
- ☐ City of Gold Coast website
- ☐ City of Gold Coast Linked In
- ☐ City of Gold Coast Facebook (not Arts & Culture page)
- ☐ Facebook or Instagram (other than Arts & Culture or City of Gold Coast)
- ☐ Forwarded by a friend / colleague
- ☐ Word of mouth
- ☐ Other:

If you needed assistance with your application, where did you find it?

- ☐ Contacted the City of Gold Coast Council contact officer
- ☐ City of Gold Coast website
- ☐ Online via the Smartygrants website help section
- ☐ Other:

Professional Placement Program 2027 - Hosts / Mentors Application Form

Form Preview

Did you experience any difficulties in completing this application? If so, please let us know what they were.

Word count:

Must be no more than 200 words.

ARTS AND CULTURE MAILING LIST

#CREATIVEGOLD, the City of Gold Coast Arts and Culture Unit's monthly newsletter keeps the sector up to date about events, opportunities, announcements, funding programs and issues of interest related to the arts, culture and creative community.

Are you already on the Arts and Culture Unit's mailing list and receive our #CREATIVEGOLD monthly newsletter?

If not, [SIGN UP HERE!](#)

CONTACT US

If you have any queries about the Professional Placement Program, the application form, or issues with submitting your application, please contact us on cultural@goldcoast.qld.gov.au

For more information about the City of Gold Coast Arts and Culture programs and initiatives, [CLICK HERE.](#)