

# Professional Attachment Program 2020 R2 - Application Form & Guidelines

## Form Preview

### ABOUT THIS OPPORTUNITY

Are you a Gold Coast based creative looking to get hands on experience creating and/or delivering a project? Are you looking to deepen your understanding of working in professional context learning from senior mentors? Do you have a genuine desire to establish new relationships with presenters, artists and peers, while accelerating your career opportunities?

To support the development of arts and culture creatives and production personnel on the Gold Coast, the City of Gold Coast is offering highly motivated individuals a limited number of professional paid attachments.

This opportunity is for emerging to mid-career arts and culture creatives and production technicians who have some experience working in a professional creative arts capacity, but are looking for more experience and the opportunity to expand their career

### Application Options

**The program offers two ways in which applicants can apply:**

- **Option 1: Pre-determined host organisation / role**
- **Option 2: Applicant-nominated host organisation / role / event**

Applicants can apply to be considered for one or both options. Note: If you are successful you will be offered ONE attachment opportunity only.

### Option 1: Pre-determined Host Organisation / Role

In these professional attachments, the applicant will be placed in a creative or production associate role within an organisation who has agreed to participate in the program. Projects within this group are a mix of performing arts, writing, public art, site specific works and community engagement projects. The participating host organisations and the Attachment role on offer with them include:

- Bleach\* The Gold Coast Festival - Production Coordinator
- HOTA, Home of the Arts - Technical Department Administrator
- Blank GC - Music, Arts and Culture Writer
- Blank GC - Events Coordinator
- Placemakers\* Gold Coast (formerly known as Bleached Arts) - Associate Curator

**For details of specific attachment roles and the host organisations, click on the link below: <https://www.goldcoast.qld.gov.au/professional-attachment-program-resources-53614.html>**

### Key dates

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### **DATE**

#### **ACTION**

Sunday 5 April 2020 (midnight AEST)

Applications close

By Friday 17 April 2020

Notification of interviews

Week commencing 20 April 2020

Interviews conducted

Week commencing 27 April 2020

Notification of outcomes to applicants

Week commencing 11 May 2020

Earliest Attachment start date

- *See full details about each Attachment for specific dates.*
- *Exact dates and duration of Attachment to be confirmed between the host organisation and successful candidate.*
- *Attachment period will unlikely be fulltime during those dates.*

Week commencing 30 November 2020

Latest Attachment finish date

- *See full details about each Attachment for specific finish dates.*

## WHAT TO EXPECT

The successful applicant will be supported and mentored by senior creative / production personnel while assisting with the creative and/or production elements of a project.

The duration of the professional attachment will be negotiated with the successful applicant, depending on the needs of the project, the availability of the mentor, and the nature of the assignment.

The attachment may include short-range assignments (less than 7 days total) through to longer placements (up to a total of 30 days) requiring a part-time work commitment over a number of weeks/months. Days of work may be flexible depending on the needs of the project you are working on.

On a daily basis, you could expect to:

- Liaise with your mentor, as well other members of the project team to support the planning and delivery of various creative and/or production aspects of your assigned project.
- Shadow your mentor and other members of the project team at meetings and site visits (where applicable).

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- Liaise with key stakeholders about your assigned projects (i.e. artists, venues, and other staff).
- Represent the City of Gold Coast to the highest professional standard.
- Any other duties as required by a busy hands-on arts and production organisation.

## APPLICANT ELIGIBILITY

### Getting started

It is recommended that all applicants make contact with the City of Gold Coast Contact 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 Arts and Culture Project Officer Arts and Culture | Lifestyle and Community City of Gold Coast T: 5582 7170 | 0419 750 327 E: cesmith@goldcoast.qld.gov.au | cultural@goldcoast.qld.gov.au PO Box 5042 Gold Coast Mail Centre Qld 9726 [www.cityofgoldcoast.com.au](http://www.cityofgoldcoast.com.au)

### Who can apply?

This opportunity is for emerging to mid-career arts and culture and production personnel who have some experience working in a professional capacity.

You might have experience working on your own professional, or semi-professional arts and culture projects, or experience working in a range of creative or production roles for arts and culture organisations and be looking to extend your skills through accelerated sector development opportunities.

Applications are welcome from those already working within the arts and culture industry or current / recent graduates of courses in arts, creative industries, event or project management, design, tourism or other industries that hold applicable experience levels. Aboriginal or Torres Strait Islander applicants are encouraged to apply.

### Eligibility criteria

#### **To be eligible for this program you must be:**

- An emerging or mid-career arts and culture industry personnel who have some experience working in a professional capacity.
- Over 18 years of age by the application due date.
- An Australian citizen or permanent resident.
- A resident of the Gold Coast.

### Exclusions

#### **You are ineligible to apply for this program if:**

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- You have been successful in securing funds through the Professional Attachment Program previously. You are not excluded if you applied previously, but were not successful.
- You have not acquitted funding through another funding program operated through the City of Gold Coast's Arts and Culture Unit (i.e. RADF).
- You are an employee or employee-like contractor to the City of Gold Coast, a City of Gold Coast entity, a strategic partner or a Host organisation participating in the program.
- You are a member and/or employee of an organisation currently funded through the Arts Organisations Triennial Funding Program.

## SELECTION CRITERIA & PROCESS

### Selection criteria

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

- Demonstrated commitment to pursuing professional work in a creative or production capacity in the arts and culture sector.
- Experience, knowledge or demonstrated interest in the arts and culture industry.
- Relevance of opportunity to career development and ambition of applicant.
- Readiness for this professional development opportunity.
- 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 attachment 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.
- Note: Additional attachment opportunities may be available in the near future. To have your application automatically considered for future attachments offered through this program, you can opt in when applying. You will be contacted directly by a City of Gold Coast representative with further information if additional opportunities become available.

## SUPPORT PROVIDED

### Support provided

- A grant will be paid to the successful applicant to support their participation in the Professional Attachment Program. The amount of each grant will be calculated using

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industry standard hourly/daily rates, and will depend on the nature of the assignment, the experience of the applicant, and the duration of the attachment.

- Each successful applicant will be responsible for managing their own taxation and superannuation affairs unless otherwise agreed with the host organisation.
- The successful applicant will be seconded to and mentored by senior creatives and/or production personnel to gain practical industry experience to propel their career as an emerging or mid-career arts and culture practitioner on the Gold Coast.
- Kick-off, mid-way and debrief meetings with the successful applicants, mentors 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 to provide

- Own laptop, phone, food and beverages
- Own personal insurance for the duration of their attachment
  - If you do not currently have your own insurance, the cost of obtaining relevant insurance will be included within the allocated attachment grant.
- Own ground transport to and from place of residence / work
- Other items as agreed with host organisation

## TO APPLY

Complete and submit the following documents online:

- Application Form
- Upload your current CV (4 page max.)
- For those applying for the Blank GC Music, Arts & Culture Writer attachment role, you must upload a sample of your own writing as part of this application

**Applications close midnight AEST on Sunday 5 April 2020.**

## HOW TO COMPLETE YOUR APPLICATION

**Important:** Please read information below to assist you in completing your application online.

### Before you begin

Welcome to the City of Gold Coast's Arts and Culture Initiatives online application service, powered by SmartyGrants.

You may begin anywhere in this application form. Please ensure you save as you go.

For queries about the guidelines, deadlines, or questions in the form, please contact us on 07 5582 9220 during business hours or email [cultural@goldcoast.qld.gov.au](mailto:cultural@goldcoast.qld.gov.au) and quote your application number.

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If you need more help using this form, download the [Help Guide for applicants](#) or check out the [Applicant Frequently Asked Questions](#) (FAQ's).

### **Navigating (moving through) the application form**

On the right hand side of every screen, there is a box which links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

### **Saving your draft application**

If you wish to leave a partially completed application, press 'save' and log out. When you log back in and click on the 'My Applications' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download' button at the bottom of the application navigation panel.

### **Submitting your application**

You will find a 'Review' button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then your submission has NOT been received.

### **Attachments and supporting documents**

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a USB stick, or similar.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

If you are not able to upload a document, please contact us for support (see contact details above).

### **Spell check**

Most Internet browsers (including Firefox v2.0 and above; Safari; and Google Chrome) have spell checking facilities built in – you can switch this function on or off by adjusting your browser settings.

## APPLICANT DETAILS

\* indicates a required field

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### **Applicant \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### **Preferred name?**

### **Applicant street address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.  
You must be a resident of the Gold Coast to be eligible for this opportunity.

### **Applicant postal address \***

Address

  

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

### **Applicant contact number \***

Must be an Australian phone number.

### **Applicant mobile number**

Must be an Australian phone number.

### **Applicant website**

Must be a URL.

### **Applicant email \***

Must be an email address.

### **What is your preferred contact method? \***

- Email  Post

### **Have you applied for the Professional Attachment Program before? \***

- Yes  No

**If you have selected Yes above please state when you applied and under what name?**

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### Are you an Australian citizen or permanent resident? \*

Yes  No

You must be an Australian citizen or permanent resident to be eligible for this opportunity.

### Applicant date of birth \*

You must be 18 or over to be eligible for this opportunity

### What is your connection to the Gold Coast? i.e. resident here, resident close by and consistently working here etc. \*

Word count:

no more than 200 words

### Do you have an ABN number? \*

Yes  No

### If you have selected Yes above please provide your ABN details

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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## ATTACHMENT OPTIONS

\* indicates a required field

**The program offers two ways in which applicants can apply:**



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- **Option 1: Pre-determined host organisation / role**
- **Option 2: Applicant-nominated host organisation / role / event**

Applicants can apply to be considered for one or both of the options below.

Note: If you are successful, you will be offered **ONE** attachment opportunity only.

### Option 1: Pre-determined Host Organisation / Role

#### **What professional attachments are you interested in being considered for?**

Please tick the boxes below of the Attachments that you are interested in applying for.

#### **Host organisation and Attachment roles \***

- Bleach\* The Gold Coast Festival - Production Coordinator
- HOTA, Home of the Arts - Technical Department Administrator
- Blank GC - Music, Arts & Culture Writer
- Blank GC - Events Coordinator
- Placemakers\* Gold Coast - Associate Curator

At least 1 choice must be selected.

#### **Please nominate your order of preference from 1 (most preferred Attachment) to 5 (least preferred Attachment) and give reason for your preferences \***

Word count:

Must be no more than 500 words.

### Option 2: Applicant-nominated Host Organisation / Role

#### **Please indicate by ticking the box below if you are interested in nominating your own host organisation / role / event.**

- Yes I am interested in the applicant-nominated host organisation / role / event attachment

#### **Nominate a specific host organisation / role / event that you would like to work within and tell us why this would be a good match for you.**

Word count:

Must be no more than 500 words.

#### **Please provide contact details and (if applicable) details of any previous correspondence between you and the nominated organisation.**

Word count:

Must be no more than 500 words.

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### TELL US ABOUT YOURSELF

\* indicates a required field

**Describe where you are at in your career/ practice now. Tell us about who you are, what you do and what you are interested in. Be sure to mention any previous involvement in the arts, cultural and creative sectors. \***

Word count:  
Must be no more than 500 words

**Describe any relevant work experience or education. Have you managed or helped to coordinate projects or events before? Tell us about that. \***

Word count:  
Must be no more than 500 words

**How do you envisage this opportunity helping you to develop as an arts and cultural worker? Do you have specific areas of interest/skills you are particularly looking to develop? \***

Word count:  
Must be no more than 500 words

**If you are currently working or studying, please describe how you will manage any current commitments with this opportunity. \***

Word count:  
Must be no more than 200 words.

**Please attach your current CV (4 pages maximum) \***

Attach a file:

**If you are applying for the Blank GC Music, Arts & Culture Writer Attachment, please attach a sample of your writing**

Attach a file:

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### STATISTICS

\* indicates a required field

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.

**Do you identify with any of the following groups? (please select all that apply) \***

- Aboriginal People
- Torres Strait Islanders
- Australian South Sea Islanders
- Children and young people (30 years and under)
- Older people (over 55 years of age)
- People with a disability
- People from a culturally and linguistically diverse background
- Women
- LGBTIQ
- Other:

### Feedback

**Where did you hear about the Professional Attachment Program? \***

- Facebook - Gold Coast Arts and Culture
- Facebook - other
- enews - creativegold, City of Gold Coast
- Website - City of Gold Coast
- Was forwarded an email 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 contact officer
- City of Gold Coast website
- Other:

### CERTIFICATION

\* indicates a required field

**I, the undersigned, certify that:**

I have read and will abide by the guidelines for the *Professional Attachment Program 2020* together with any published revisions which are available at [www.cultural.goldcoast.qld.gov.au](http://www.cultural.goldcoast.qld.gov.au)

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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.

### Information Privacy and Right to Information

The information you provide in your grant application will be used by City of Gold Coast to process and assess your application and, if successful, to process, pay and administer your grant.

If your application is successful, the Council may disclose the following Information to the Host Organisation:

- the information you provide in your grant application
- the amount of funding you receive
- the information you provide in your outcome report; and
- text and images relating to your funded activity.

The Information may be used by the Council for reporting purposes, training, systems, testing and process improvement. The Information may be anonymised and used for statistical purposes.

The Information may be used by the Council for the promotion of this 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 Queensland Government Members of Parliament, the media and other agencies who may contact you directly. The Council may also publish the Information in their Annual Reports or on their websites.

Council treats all personal information in accordance with the *Information Privacy Act 2009*.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council.

**\*I agree to the above \***

Yes

**Applicant Name \***

First Name

Last Name

**Date \***

Must be a date.