

Position Description: Socially Engaged Art Producer

Position Title: Socially Engaged Art Producer

Reports to: Artistic Director

Direct Report: Assistant Producer

Location: Flexible/potentially remote, ideally Sydney based with some travel as required

Hours: Full-Time (38 hours/week) or 4 days/week (30.4 hours/week) by negotiation

Salary: \$90,000 plus 12% superannuation and 4 weeks paid annual leave

Contract: 24 months. Three month probation period. Potential for renewal dependent on funding.

About The CASE Incubator

The Cad Factory is an artist-led organisation that creates contemporary, experimental, and socially engaged art in collaboration with communities and partners across diverse sectors. We have been operating for 20 years, with studio and residency spaces in Narrandera in regional NSW, and a studio in Rosebery in Sydney. Our work is delivered both nationally and internationally.

In 2024, we launched the CASE (Contemporary Art Socially Engaged) Incubator Studio, a national hub for the development of socially engaged art practices. The CASE Incubator Studio strengthens the field of socially engaged art by delivering artistic outcomes while also supporting artists, partners, and communities through programs of presentation, development, research, and exchange. To date we have delivered workshops, mentorships, new artistic work and built a community of practice.

Role Overview

This position offers a unique opportunity to help shape the future of socially engaged art in Australia. As the CASE Incubator transitions from a NSW based initiative to a national program, this role will play a pivotal part in developing and delivering its National Strategy.

The Socially Engaged Art Producer will collaborate with us to develop strategies, partnerships, project deliverables, and communications across all CASE Incubator Studio activities in five program areas: Artform Development, Education and Knowledge, Cross Sector Partnerships, Supporting a Community of Practice, and Environmental Engagement.



The successful candidate will work closely with the Artistic Director and Creative Producer, and will supervise an Assistant Producer to coordinate and deliver a multi-strand program of activity. The initial focus will be facilitating a national consultation process to develop the CASE Incubator's National Strategy for Socially Engaged Art, involving stakeholders from diverse sectors across the country.

This position has been funded by the Minderoo Foundation for a total of 24 months. We will work towards securing more funding for this position, however, it is not guaranteed.

Key Responsibilities

Strategic Development and Consultation

- In collaboration with the Cad Factory team, design and deliver a national consultation process with key stakeholders to inform the CASE Incubator National Strategy for Socially Engaged Art.
- Coordinate workshops, interviews, and roundtables with artists, organisations, policymakers, and cross-sector partners.
- Synthesise the consultation/research and collaborate with the Artistic Director and Creative Producer to draft the strategy document.

Program and Project Coordination

- Devise, plan and deliver CASE Incubator Studio activities across its five program areas: Artform Development, Education and Knowledge, Cross Sector Partnerships, Supporting a Community of Practice, Environmental Engagement.
- Develop and manage project timelines, funding applications, pitches, budgets, and delivery frameworks.
- Liaise with partners, artists, facilitators, and communities.

Team and Stakeholder Management

- Supervise and support the Assistant Producer in day-to-day tasks and program delivery.
- Nurture relationships with diverse stakeholders across sectors and regions.
- Ensure regular communication and alignment between all internal team members.

Documentation and Communication

- Ensure program outcomes are well-documented for evaluation and reporting.
- Complete and submit draft reports, grant applications and acquittals, and communication materials where required.
- Contribute to newsletters, updates, and advocacy documents related to CASE Incubator Studio work.

Organisational Development

- Contribute to planning and strategic initiatives as part of The Cad Factory team.
- Attend weekly staff meetings, either in person or via Zoom, and contribute to a collaborative and supportive team culture.



Selection Criteria

Essential

- Demonstrated understanding of socially engaged or community-based art practices.
- Proven experience producing multi-partner arts or community projects.
- Strong skills in stakeholder consultation, facilitation, strategy development or impact evaluation.
- Excellent project management, coordination, and logistical skills.
- Exceptional written and verbal communication skills.
- Ability to work independently and collaboratively in a distributed team environment.
- Commitment to values of equity, care, social justice and collaboration.

Desirable

- Experience working across sectors (e.g. arts, health, education, environment, government).
- Experience in graphic design and/or social media communications.
- Experience in business development.
- Experience advocating for the cultural sector.
- Experience supervising or mentoring staff.
- Current driver's license

Applications close on Monday 9 December 2025 at midnight.

Please submit a CV and written or video cover letter sharing your demonstrated suitability for this position to: Kimberley Beattie, kimberley@cadfactory.com.au

To discuss the position before the closing date, email Vic McEwan, vic@cadfactory.com.au to organise a Zoom conversation.

Interviews will be held in the evenings of 15, 16, 17 December 2025 via Zoom. Starting date in January 2026 can be negotiated.

Practical Information on the Cad Factory as a Workplace

- You will be a contract employee and need to have an ABN.
- Pay day is weekly, on Friday.
- Your super will be paid quarterly until July 2026 when it will be paid weekly, in line with the new government legislation changes.
- You will be given a Cad Factory branded email address that is hosted through Google.
- You will be provided with an Adobe Creative Suite subscription.
- You will be provided with a Dropbox subscription.



- When working remotely we communicate through Discord.
- We use Asana to manage our tasks and review this weekly in our staff meetings.
- We are happy to negotiate flexible work arrangements, dependent on project and task demands.
- You will need a computer with Microsoft Office and reliable internet connection.
- Our team usually works from both Sydney and Narrandera NSW. We have an office in Rosebery, Sydney that is available 7 days a week. Various members of our team often travel and work remotely.
- We encourage applicants to:
 - Σ [Read our Strategic Plan](#)
 - Σ [Read our last two annual reports](#)
 - Σ [Read our CASE Incubator, 'We Are the Resource' PDF](#)
 - Σ [Familiarise yourself with our website](#)