



### Basic Expectations

- Once you have committed to a project schedule, it is expected that you will put that schedule before other commitments or projects that may come up
- Arrive on time for every session, and in case of illness or emergency, give staff ample notification
- Ensure timesheets and invoices are delivered on time
- Participate in briefing, debriefing and evaluation – these sessions and dates are part of your contract
- Ensure the Group Agreement is upheld, maintaining the values of the company
- Ensure all health and safety policies and procedures are adhered to – including MCT's COVID Safe Plan

### Roles

At MCT, we employ a Lead Facilitator and Support Artist for all programs.

#### Lead Facilitator

- Work with the Artistic Program Manager and/or Artistic Director to plan and implement a workshop series or creative development as designed for the MCT Artistic Program
- Deliver the project in the timeframe outlined in the project schedule, and address specific outcomes as advised by the Artistic Program Manager and/or Artistic Director
- Use best practice Community Arts and Cultural Development
- Design programs that are accessible and engaging
- Provide the Artistic Program Manager and/or Artistic Director with a plan before the workshops or development commences (this can be broad to start and defined by you as the development ensues)
- Communicate and collaborate with the Support Artist, ensuring they are aware of your plans and have everything they need to support you
- Notify staff as soon as possible if any issues arise, keeping your Support Artist in the loop

#### Support Artist

- Assist the Lead Facilitator to deliver the workshops or creative development
- Be responsible for setting up the project venue – complete any sign ins, and collect tags, alarms or first aid kits as required by the venue partner
- Set up the sign in sheet for Collaborative Artists and assist with any scribing needed
- Manage MCT Intake Forms
- Assist the Collaborative Artists in engaging in the creative process, by supporting individuals with scribing, reading or further explanation of tasks as required
- Encourage participation and be aware of Collaborative Artist's social or support needs
- Attend to Collaborative Artists experiencing unrest, by quietly and calmly moving to another space if required. The aim being to attend to an individual so that the group can remain focused and not also become triggered
- Be responsible for time keeping, monitoring hours and breaks
- Complete the weekly workshop report online, within 48 hours of the workshop or session
- Be available to step in to lead a session in the event of the absence of Lead Facilitator
- Be available to step in to a performance or presentation in the event of the absence of a Collaborative Artist
- Notify staff as soon as possible if any issues arise – keeping your Lead Facilitator in the loop