

Equip

Leadership Toolkit

Program Guidelines



1. About the Program

Equip – Leadership Toolkit, is a unique and comprehensive career development and leadership program designed for women and non-binary people with disability or who are d/Deaf to develop skills towards becoming influential leaders in the arts and cultural sector.

Delivered over 22 weeks, this exciting program provides a cross-disciplinary approach to building confidence and capacity for tomorrow's arts leaders. Enhance your expertise through honing leadership skills and developing financial literacy and be supported to broaden your aspirations through nurturing self-expression and community leadership.

Connect with mentors and experienced leaders as you develop the skillset required to be a confident, creative and compassionate leader.

2. Who can apply

- Applicants must identify as a person with disability or who is d/Deaf
- Applicants must identify as a woman or non-binary
- Applicants must reside in Australia
- Applicants must be over the age of 18 when applying
- Applicants must have at least two years' experience in the arts, culture, or screen industries
- Applicants who have not previously participated in the Front & Centre Leadership Program

Selection Criteria

Applications will be assessed using the following criteria:

- Leadership experience and commitment of the applicant
- Benefit of the program to the applicant's professional and leadership development
- Ability to work effectively as part of a team and independently
- Ability to commit to the program (22 weeks)

3. Aims and Objectives

The national program will be delivered by [Accessible Arts](#) - the peak arts and disability organisation in NSW. It is an unpaid program. A variety of webinars will be presented by [Creative Plus Business](#), [Arts Law Centre of Australia](#), and [Dr Jane Miskovic-Wheatley](#), as well as established leaders within the arts, cultural & disability sector.

Each of the participants will also receive four [GROW](#) mentoring sessions, delivered online through Creative Plus Business. Every effort will be made to match each participant with a mentor on their identified priorities.

The webinar presentations will include:

- Six skill-development sessions delivered by Creative Plus Business, including Future Planning, Deal or No Deal, Care-Based Practice, Creative's Guide to Social Media, Money is Not a Dirty Word and Pitchface.
- Understanding Copyright session delivered by Arts Law Centre of Australia
- Disability Confidence Training, Access Rider Workshop sessions delivered by Accessible Arts
- Mental Health and Wellbeing session delivered by Dr Jane Miskovic-Wheatley, *Clinical Psychologist, Creative and Performing Arts Specialist*
- Four Meet the Leader sessions which will explore lived-experience of disability leadership.

At the end of the program, a Graduation Ceremony will be held in Sydney. Travel and accommodation will be covered for regional and interstate participants. This event offers a chance for in-person networking, connection, and celebration.

4. Program Content

Accessible Arts Webinars

- **Disability Confidence Training** – In this workshop, you will explore creative methods for delivering inclusive and accessible arts and culture programs, as well as learn how to identify and address access barriers.

- **Access Rider Workshop** - In this workshop, Accessible Arts will provide a practical outline of what an Access Rider is, how to write one, what to ask for and the kind of language to use.

Creative Plus Business Webinars

- **Future Planning** - This workshop focuses on creating a business plan and putting ideas into action.
- **Deal or No Deal** - An introduction to the basics of effective communication, practised in a safe environment with practical exercises focusing on negotiation, mediation and conflict resolution.
- **Care-Based Practice** - Explore the fundamentals of Care-Based Practice, and discover how Care-Based differs from and intersects with ideas like Trauma Informed Practice, Cultural Safety and Diversity, Equity Access & Inclusion (DEAI).
- **Creative's Guide to Social Media** - An up-to-date and interactive workshop that covers how to kickstart marketing using social media, with a focus on the main tools at your disposal and the strategy behind the socials.
- **Money is Not a Dirty Word** - Learn about the fundamentals of money management in a creative field, specifically looking at managing the 'feast and famine' nature of the arts industry.
- **Pitchface** - A relaxed workshop that provides practical advice on how to tell your best story, how to protect your ideas, and simple tips and tricks to avoid the 'elevator pitch' and build lasting relationships with the people who can help bring your ideas to life.

Arts Law Centre of Australia Webinar

- **Copyright Law** - This session walks you through owning and using your copyright, knowing your moral rights as well as creating copyright with other people. Explore case studies from artists' experiences and hypothetical scenarios to help make copyright accessible and, dare we say, fun for creatives.

Dr Jane Miskovic-Wheatley Webinar

- **Mental Health and Wellbeing** – This webinar will explore mental health in the context of creative and performing arts practice, including an exploration of mental health, why we need to talk about and actively take care of it, and strategies and resources to enhance your well-being while pursuing your creative journey.

Meet the Leader – speakers to be confirmed

- **Meet the Leader** – In these sessions, you will explore lived-experience of disability leadership.

5. Mentorship

The mentorship component of the Equip program will be facilitated in partnership with Creative Plus Business through their GROW program.

The GROW program consists of four mentoring sessions thoroughly crafted to support you in staying focused and accountable as you propel your creative career to the next level.

The program's pace is tailored for each participant, ensuring a personalised approach. Participants will be matched with an advisor from Creative Plus Business, engaging in one-on-one hour-long sessions to refine their goals and develop effective business strategies.

6. About the participating organisations

Accessible Arts

Accessible Arts is the peak arts and disability organisation in New South Wales. We advance the rights of, and opportunities for, people with disability or who are d/Deaf to develop and sustain professional careers in the arts and have equitable access to arts and culture across NSW.

Website: aarts.net.au

Creative Plus Business - creativeplusbusiness.com

Creative Plus Business is an educational organisation with a focus on helping creative practitioners and arts organisations to develop and improve their entrepreneurial abilities, with a focus on small business, financial literacy and marketing skills.

The education Creative Plus Business provides builds capacity and increases commercial success within the creative industries and all programs are designed to foster self-sufficiency through entrepreneurialism.

Website: creativeplusbusiness.com

Arts Law Centre of Australia

Arts Law is Australia's independent national community legal centre for the arts, a not-for-profit company limited by guarantee. Arts Law provides free or low cost specialised legal advice, education and resources to Australian artists and arts organisations across all art forms, on a wide range of arts related legal and business matters. Arts Law's Artists in the Black program delivers targeted services to Aboriginal and Torres Strait Islander artists nationally.

Website: www.artslaw.com.au

Dr Jane Miskovic-Wheatley

Dr Jane Miskovic is a private clinical psychologist registered with the Psychology Board of Australia (PsyBA) and the Australian Health Practitioner Regulation Agency (AHPRA). She is a member of the Australian Psychological Society and the Australian Society for Performing Arts Healthcare. She holds a Doctor of Clinical Psychology/Master of Science from the University of Sydney and a Graduate Diploma of Dramatic Art (Directing/Movement) from the National Institute of Dramatic Art.

Jane has a special interest in the performing arts and events, having also worked in theatre and on international events for the past 20 years, and provides clinical and consulting psychological services for these industries. She currently provides touring wellness programs for CDP Theatre Producers and Bell Shakespeare, is a consultant for NSW Arts on Tour and the VIC Arts Wellbeing Collective, aiming to promote and support mental wellness in the performing arts.

Website: www.sagepsych.com.au

7. Access

Applicants must provide information on their access requirements via the application form.

Accessible Arts will provide access support to participants throughout the program. To ensure that the access support can be tailored to the specific needs of each participant, participants will be asked to complete an Access Rider form provided by Accessible Arts at the time of contracting. This helps ensure that participants can fully participate in the program and get the most out of the experience. Where appropriate, participants will be encouraged to use their NDIS package (if available) to support their participation in the program.

The Equip application form is available online via Survey Monkey or via a downloadable word document on our website.

8. How to Apply

Applicants will be asked to provide the following information:

- Contact Details
- Applicants must identify as a person with disability or who is d/Deaf
- An outline of your access requirements
- Identify the field of your practice
- A CV and short bio – including examples of relevant work, volunteer and study experience and/or qualifications
- Answer key questions surrounding your desire to participate in the program.

Successful applicants will be required to enter into an agreement which will contain additional terms and conditions in accordance with existing policies of Accessible Arts. The successful applicants must provide Accessible Arts permission to promote and/or share the outcomes of the Equip program. For the purposes of promoting Equip the successful applicants must also agree to make themselves available for interviews, filming and other social media opportunities.

Applications will be assessed by a panel of Accessible Arts staff, independent assessors and advisors, including people with disability.

9. Application Form

Applications can be made online here: [Equip Online Application Form](#)

If applicants cannot access the online application form, applications will be accepted in other formats that are accessible including audio, video and handwritten formats. Please reach out to Accessible Arts via info@aarts.net.au before submitting the application in an alternative format to ensure your application is received.

10. When to Apply

Applications will be open from **Tuesday 14 May 2024** and will close at **11pm on Sunday 2 June 2024**.

11. Program Expectations

As an Accessible Arts program, our priority is to accommodate diverse access requirements and ensure the safety of all participants, stakeholders and our team. We kindly ask everyone participating in Equip to adhere to these program expectations and values. This includes:

Commitment to Growth: Participants are expected to actively engage in the program with a willingness to learn, grow, and develop their leadership skills.

Respectful Interaction: Treat fellow participants, facilitators, and mentors with respect and consideration at all times. Embrace diverse perspectives and foster an inclusive environment.

Confidentiality: Maintain confidentiality regarding personal information shared by fellow participants during the program sessions.

Attendance and Participation: Attend all program sessions punctually and actively participate in discussions, activities, and exercises. Notify program coordinators in advance if unable to attend a session.

Accountability: Take responsibility for your own learning journey and personal development goals. Complete assigned tasks and follow through on commitments made during the program.

Feedback and Reflection: Provide constructive feedback to facilitators and fellow participants, and actively engage in self-reflection to maximize learning and development opportunities.

Supportive Community: Offer support and encouragement to fellow participants, and actively contribute to creating a supportive and empowering community within the program.

Open to New Ideas: Approach program content with an open mind and a willingness to explore new ideas, perspectives, and strategies for leadership development.

Professionalism: Conduct yourself professionally in all program interactions, adhering to ethical standards and respecting professional boundaries.

Access: Participants agree to notify Accessible Arts of any relevant access requirements at the start of the program and promptly update us if these needs change during the course of the program.

80% Attendance: It is expected that participants make every effort to attend at least 80% of the overall program. Participants understand that if this quota is not met, they may not graduate from the program.

These expectations are designed to create a supportive and empowering learning environment where participants can thrive and achieve their leadership potential.

12. Graduation

If you complete at least 80% of the Equip program by 11 November 2024, you will be eligible to graduate, and attend the in-person graduation ceremony in Sydney in November. The Graduation Ceremony provides a valuable opportunity to meet your

fellow participants in person as well as our program partners and supporters. Travel and accommodation for participants living outside Sydney will be provided for the event.

13. Program Timetable

Date	Timeline	Action	Delivered by
2-Jul	Week 1	Welcome and Onboarding	Accessible Arts
9-Jul	Week 2	Future Planning	Creative Plus Business
16-Jul	Week 3	Mental Health and Wellbeing	Dr Jane Miskovic-Wheatley
30-Jul	Week 5	Leadership Session 1	TBC
6-Aug	Week 6	Disability Confidence Training	Accessible Arts
13-Aug	Week 7	Copyright 101	Arts Law
20-Aug	Week 8	Deal or No Deal	Creative Plus Business
3-Sep	Week 10	Access Rider Workshop	Accessible Arts
10-Sep	Week 11	Leadership Session 2	TBC
17-Sep	Week 12	Care Based Practice	Creative Plus Business
1-Oct	Week 14	Leadership Session 3	TBC
8-Oct	Week 15	Creative's Guide to Social Media	Creative Plus Business
22-Oct	Week 17	Leadership Session 4	TBC
29-Oct	Week 18	Money is Not a Dirty Word	Creative Plus Business
5-Nov	Week 19	Pitchface	Creative Plus Business
12-Nov	Week 20	Reflection and Where to from here?	Accessible Arts Team
19-Nov	Week 21	Graduation	Accessible Arts Team
26-Nov	Week 22	Complete Survey	Accessible Arts Team

14. Enquiries

Please direct any enquiries to:

Phone: +61 2 9251 6499 | Between 9am and 5pm, Monday to Friday (except public holidays).

Email: info@aarts.net.au

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