



## First Nations Associate Producer

Performing Lines is seeking a part-time First Nations Associate Producer to join its small, dedicated team based in Redfern.

The role is a flexible, part-time, fixed-term contract as part of Performing Lines' NSW Aboriginal and Torres Strait Islander Career Development program and includes:

- Work in the Performing Lines office in Redfern with coaching and mentorship (see job description at Page 3 -4)
- Work placements in other NSW arts organisations (with a focus on regional placements)
- Industry mentorship
- Professional development including attendance at key market events

The successful applicant will be an emerging or aspiring producer with a passion for the performing arts.

Performing Lines offers a flexible workplace and contact hours can be negotiated to suit the employee's personal circumstances.

Being Aboriginal and Torres Strait Islander is a genuine occupational requirement for this position as described under Section 14 (d) of the Anti-discrimination Act, 1977 (NSW). Applicants must also be New South Wales based.

### Company Overview

Performing Lines produces provocative contemporary performance by Australia's most audacious independent artists. Our purpose is to champion risk and to ensure that the breadth and plurality of Australia's creative potential is represented and celebrated.

We curate a portfolio of work that is propelled by pressing questions and new ways of seeing the world. We champion the unconventional, the marginal, the rebellious and the new.

We are committed to making artists central in all that we do and giving voice to the diversity of stories that form the Australian experience – the First Nations experience is integral to this commitment.

For nearly 30 years, Performing Lines has collaborated with arts companies, presenters and supporters to take some of this country's most exciting and diverse contemporary arts experiences to audiences around Australia and the world.

As a company, we are committed to achieving industry best practice in all that we do, whether that is producing and touring shows, community engagement programs or supporting artist and the broader arts sector through skills development initiatives.

Performing Lines acknowledges the Traditional Owners of the lands on which we work, and pay our respects to Elders past and present. In everything we do, we acknowledge that we live on Aboriginal land and constantly learn from the wisdom of our Indigenous colleagues. Where we are and the history that precedes us informs how we work and how we move forward.

For further information, please visit our website [www.performinglines.org.au](http://www.performinglines.org.au)

The NSW Aboriginal and Torres Strait Islander Career Development Program is supported by the NSW Government through Create NSW.

### **How to apply**

If you are interested applying for the position, we encourage you to speak with Marion Potts, Executive Producer. You can reach Marion at [marion@performinglines.org.au](mailto:marion@performinglines.org.au) or 02 9319 0066.

Your application can take any format you wish but should introduce yourself, speak to your interest in the opportunity, and outline your professional experience (arts and non-arts), and indicate your ideal weekly contact hours. As a guide you may wish to submit:

- a 1 – 2 page covering letter
- a 1 – 2 page resume including a minimum of two referees

If you believe this is the right opportunity for you, please send your EOI by email to [administration@performinglines.org.au](mailto:administration@performinglines.org.au) by **midnight on Sunday 9 June 2019** or deliver to Performing Lines, 5/245 Chalmers Street, Redfern NSW 2016 by 5pm **on Friday 7 June 2019**.

### **Assessment Process**

Your application will be considered by Performing Lines' Executive Producer together with a panel of First Nations arts representatives. All applicants will be notified of the outcome of their application and offered feedback, with a shortlist invited for an interview.

## Performing Lines | First Nations Associate Producer Job Description

<b>Job Title:</b>	First Nations Associate Producer	<b>Job Type:</b>	Part-time (0.6 FTE) <i>negotiable</i>
<b>Reports to (Position):</b>	Executive Producer	<b>Position is Shared:</b>	No
<b>Number of Direct Reports:</b>	0	<b>Date Created or Revised:</b>	April 2019
<p><b>Position Summary:</b> Reporting to the Executive Producer, the First Nations Associate Producer is responsible for supporting the planning and/or delivery of key projects for Performing Lines. The role also offers industry mentorship, placements, networking, and professional development opportunities.</p>			
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Support the coordination select Performing Lines projects including: <ul style="list-style-type: none"> <li>• the organisation of logistics such as transport, accommodation, visa processes, etc</li> <li>• liaising with presenters / partners on creating and updating key schedules (incl. marketing, production, engagement programs etc), contact lists, tour books, etc</li> <li>• ensuring all key project team members (e.g. Marketing Manager, Production Manager, Key Artists) are abreast of project updates and understand key deadlines</li> <li>• ensuring technical requirements are understood and delivered by each presenter, working closely with Performing Lines' Production Manager</li> <li>• drafting employment and presenter contracts with artists and creatives for management sign off</li> <li>• ensuring all royalties, necessary copyright and industry agreements are organised, agreed and paid</li> <li>• monitoring budget and monthly reporting as required by the Executive Producer and General Manager</li> <li>• coordinating debriefs and evaluations and contribute to project reports and grant acquittals</li> </ul> </li> <li>• Support the Executive Producer to identify new opportunities for work including, contributing to grant and market development applications and liaising with presenters and artists</li> <li>• Establish and maintain successful working relationships with key stakeholders including the Performing Lines team members, artists, arts organisations, festivals, producers, presenters, marketers, technicians, private supporters and government funding agencies</li> </ul>			
<p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Experience in administration or producing</li> <li>• An interest in the performing arts</li> <li>• Good communication skills and demonstrated ability to work as part of a team</li> <li>• Basic computer skills – MS Office, Excel, Word, and Outlook</li> </ul>			
<p><b>Education &amp; Prior Work Experience:</b> <i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Experience in the performing arts</li> <li>• Experience in a similar role</li> </ul>			
<p><b>DIRECT REPORTS:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>			

## **Key Relationships:**

### **Internal:**

- Performing Lines staff

### **External:**

- Artist and Companies
- Presenting and Commissioning Partners
- Funding bodies
- Suppliers
- Agents and Artist Management
- Industry peak bodies