



Producer

Performing Lines is seeking a part-time (0.6FTE) Producer to join its small, dedicated team based in Redfern.

Reporting to and working closely with the Executive Producer, the Producer is responsible for driving the planning and delivery of key projects for Performing Lines.

The successful applicant will possess considerable experience producing performing arts productions and working with artists / creative teams, impeccable organisational and time management skills, excellent communication and interpersonal skills, and strong financial literacy with an ability to manage budgets. Experience in the producing new work and/or international producing experience is preferred but not essential.

This is a part-time role with the possibility of additional hours at peak delivery times.

Applicants from a First Nations or Culturally and Linguistically Diverse (CALD) background are strongly encouraged to apply for this position and will be prioritised in the short-listing process.

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.

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.

For further information, please visit our website www.performinglines.org.au

How to apply

If you believe you're the right fit for the role, please send your application by email to administration@performinglines.org.au by **midnight Sunday 19 May 2019**.

Your application should include:

- a 1 – 2 page covering letter addressing the skills required for this role
- a 1 – 2 page resume including a minimum of two referees

For more information about Performing Lines, please visit www.performinglines.org.au or contact Marion Potts, Executive Producer on 02 9319 0066 or marion@performinglines.org.au

Performing Lines acknowledges the Traditional Owners of the lands on which we work, and pay our respects to Elders past and present. We extend those respects to all First Nations peoples on whose lands we travel and perform.

Performing Lines | Producer Job Description

Job Title:	Producer	Job Type:	Part-time (0.6 FTE)
Reports to (Position):	Executive Producer	Position is Shared:	No
Number of Direct Reports:	0	Date Created or Revised:	April 2019

Position Summary:

Reporting to the Executive Producer, the Producer is responsible for driving the planning and/or delivery of key projects for Performing Lines.

Key Responsibilities:

- Manage and coordinate all aspects of developments, presentations and/or tours within allocated budgets including:
 - the organisation of logistics such as transport, accommodation, visa processes, etc
 - liaising with presenters / partners on creating and updating key schedules (incl. marketing, production, engagement programs etc), contact lists, tour books, etc
 - ensuring all key project team members (e.g. Marketing Manager, Production Manager, Key Artists) are abreast of project updates and understand key deadlines
 - ensuring technical requirements are understood and delivered by each presenter, working closely with Performing Lines' Production Manager
 - drafting employment and presenter contracts with artists and creatives for management sign off
 - ensuring all royalties, necessary copyright and industry agreements are organised, agreed and paid
 - monitoring budget and monthly reporting as required by the Executive Producer and General Manager
 - coordinating debriefs and evaluations and contribute to project reports and grant acquittals
 - ensuring production documentation, including technical specifications, marketing kit and budget templates are kept up-to-date and reflect the production requirements, working closely with the Executive Producer, Production Manager, Marketing Manager and General Manager
- Support the Executive Producer to identify and negotiate new opportunities for work including, contributing to grant and market development applications and liaising with presenters and artists
- 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

Skills Required:

- Considerable experience producing performing arts productions, presentations and tours, experience producing new work and/or international producing experience is preferred but not essential
- Impeccable organisational and time management skills, displaying confidence and efficiency when working to tight and/or competing deadlines
- Excellent communication and interpersonal skills with demonstrated ability to develop and manage strong relationships
- Proven strong stakeholder management and negotiation skills
- Demonstrated ability to work effectively and harmoniously with artists and creative teams
- Proven ability to manage budgets and to apply cost-saving mechanisms where required

- Demonstrated ability to write successful grant and funding applications
- A full driver's license preferred
- Computer efficiency –MS Office, Excel, Word, PowerPoint and Outlook

Education & Prior Work Experience:

Essential

- 5+ years previous experience working with national and international artists in the performing arts sector

Desirable

- Tertiary qualification in theatre, entertainment or arts management or an equivalent relevant knowledge, training and/or experience

Direct Reports:

- N/A

Key Relationships:

Internal:

- Executive Producer
- General Manager
- Production Manager
- Marketing Manager
- Accounts Coordinator
- Administrator

External:

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