

Associate Producer (0.8FTE)

Performing Lines WA is at an exciting cross-roads in the growth of its activity and support for independent artists in Western Australia.

To support this, it is seeking an Associate Producer to work closely with the Senior Producer and PLWA team with planning and delivery of key projects.

The successful applicant will have impeccable organisation and time management skills, an ability to manage competing deadlines, excellent communication and interpersonal skills, and a demonstrated ability to work effectively with artists and creative teams. Experience producing performing arts productions, presentations and/or tours is desirable, however not essential.

The role is part-time and the contact hours will be Tuesday – Friday. From time-to-time the role will require work outside of regular office hours on project delivery.

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 WA produces provocative contemporary performance by Western 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, celebrated and enjoyed.

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 over a decade, we have collaborated with arts companies, presenters and supporters to take some of the State's most exciting and diverse contemporary arts experiences to audiences locally, around Australia and the world.

Performing Lines WA is part of a national network of industry professionals with offices in Western Australia, Tasmania, Victoria and New South Wales and working in the national and international performing arts sectors. We are committed to achieving industry best practice in all that we do, whether that is supporting artists to develop new work, producing and touring shows, community engagement programs or supporting artist and the broader arts sector through skills development initiatives.

In everything we do, we acknowledge that we live on Aboriginal land and constantly learn from the wisdom of our First Peoples. 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

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 23 May 2021**. Applications should include:

- a short covering letter addressing the skills and responsibilities required for this role and
- a 1 – 2 page summary resume including referees

For more information or to discuss please contact Rachael Whitworth, Senior Producer, 0409 544 551 or rachael@performinglineswa.org.au

Job Title:	Associate Producer	Job Type:	Fixed Term Contract
Reports to (Position):	Senior Producer PLWA	Position is Shared:	No
Number of Direct Reports:	0	Date Created or Revised:	April 2021

OVERVIEW OF THE COMPANY

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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.

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Performing Lines WA | Associate Producer

POSITION SUMMARY:

Reporting to the Senior Producer, the Associate Producer is responsible for supporting the Senior Producer and PLWA team with planning and delivery of key projects for Performing Lines.

KEY RESPONSIBILITIES:

- Work closely with the Senior Producer to coordinate all aspects of developments, presentations and/or tours within allocated budgets including:
 - the organisation of logistics such as transport, accommodation, visa processes, etc
 - working closely with artistic teams to create and update key schedules (incl. marketing, production, engagement programs etc), contact lists, tour books, etc
 - ensuring technical requirements are understood and delivered by each presenter, working closely with Performing Lines WA's project Production Managers
 - drafting employment and presenter contracts with artists and creatives for management sign off
 - monitoring project budgets including floats
 - assisting with audience development and community engagement strategies alongside the marketing coordinator
 - contributing to timely preparation of EOIs, grants, acquittals and reports including sourcing and collating required support material/reports

- attending and participating in programming and planning meetings and contributing to the development of new initiatives, as required.
- 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.
- assist with administrative and financial management requirements for the WA office, including petty cash and credit card reconciliation, requesting/processing of invoices
- attend opening nights / theatre performances / industry events on a regular basis and as agreed by the Senior Producer.

SKILLS:

Desirable

- Experience producing performing arts productions, presentations and/or tours
- Demonstrated ability to write successful grant and funding applications
- A full driver's license

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
- 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
- Computer efficiency –MS Office, Excel, Word, PowerPoint and Outlook

EDUCATION & PRIOR WORK EXPERIENCE:

Essential

- 1+ years previous experience working in the Western Australian or National performing arts sector

Desirable

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

KEY RELATIONSHIPS:

Internal:

- Senior Producer PLWA
- Producer PLWA
- Marketing and Project Coordinator
- Accounts Coordinator
- Administrator

External:

- Artist and Companies
- Suppliers
- Agents and Artist Management
- Industry peak bodies