



Senior Producer NSW

Performing Lines is at an exciting cross-roads in the growth of its activity and support for independent artists in New South Wales.

To support this, it is seeking a full-time Senior Producer who will lead the NSW program and team, working closely with the Executive Producer and General Manager.

The successful applicant will have strong knowledge and understanding of current issues and trends in the performing arts sector in NSW, exceptional relationship management skills including the ability to work in an artist-led environment. They will have proven experience in planning and delivery of performing arts productions including high level budget skills; a demonstrated ability to work with a high level of initiative to tight deadlines and provide innovative thinking in a dynamic, fast-paced and creative environment; and experience managing a program of works and a small team.

The role is ideally full-time but can be flexible to suit the right candidate. It will include a commitment to flexible working hours, including weekend/evenings, and available to travel nationally and internationally.

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, 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 three decades, 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 is a national network of industry professionals with on-the-ground teams in Tasmania, Victoria, New South Wales and Victoria, 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 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 to administration@performinglines.org.au by **midnight Sunday 22 May 2022**. Applications should include:

- a short covering letter introducing yourself and addressing the skills and responsibilities
- a 1 – 2-page summary resume including referees

For more information or to discuss please contact Marion Potts marion@performinglines.org.au

Performing Lines | Senior Producer NSW

Role:	Senior Producer NSW	Job Type:	Full-time
Reports to (Position):	Executive Producer and General Manager	Position is Shared:	No
# Direct Reports:	2	Date Created/Revised:	April 2022

POSITION SUMMARY:

The Senior Producer works closely with the Executive Producer and General Manager on the development and implementation of a strategy and annual program for Performing Lines NSW.

KEY RESPONSIBILITIES:

The Senior Producer works with the Performing Lines Executive Producer, General Manager and other team members, in the following areas:

Strategy & Management

- contribute to the development and implementation of the NSW Strategic Plan, including programming vision
- working closely with the Executive Producer and General Manager, develop an annual program and budget for Performing Lines NSW inline with the strategy
- identify, recommend and participate in developing and delivering new models, initiatives and strategies for Performing Lines NSW, including identification of partners who can bring funding, connections and expertise to the company
- identify, develop and manage opportunities for extending the life of productions, working closely with the Executive Producer
- manage the NSW producing team including day-to-day management, performance appraisals and planning
- contribute to national team planning, as required
- perform day to day office duties, as required

Producing

- lead on the development of strong planning and robust evaluation for key artistic activity for Performing Lines NSW, including providing clear leadership for production and project teams
- ensure as far as it lies within your power to do so, that each production/tour is staged to the highest professional standard, on time and to budget
- liaise with client artists, artists companies, festivals, presenters, local arts organisations, regional and national touring organisations venues about their needs in relation to productions/tours
- develop and maintain effective budgets, funding proposals, tour and production schedules, contracts and pay schedules for each production/tour
- ensure all royalties, necessary copyright and industry agreements are organised and agreed for each production/tour
- maintain comprehensive records for each production/tour for archival and remount purposes
- provide a full and comprehensive producer's report on the conclusion of each production/tour, including artist and crew evaluations, an assessment of how well it succeeded, its strengths and weaknesses, and suggestions for the future
- comprehensively acquit grants

Finances and Fundraising

- oversee management of NSW project budgets, identify and generate income through a mix of new financial partnerships, joint ventures, grants and shared-risk arrangements for current and future projects and initiatives
- oversee the development and management of an annual budget for Performing Lines NSW

Funding & Relationships

Working closely with the Executive Producer and General Manager:

- contribute to a Government Relations strategy
- oversee major funding agreements, submissions and acquittals, budget administration
- attend meetings with officers of the funding organisations to discuss artistic and strategic forward plans to maximize support
- broker and maintain highly productive and successful working relationships with the performing arts sector in Western Australia, nationally and internationally including the Performing Lines team, artists, arts organisations, festivals, producers, presenters, marketers, technicians, sponsors and other partners, federal, state and local council departments and funding agencies
- attend opening nights / theatre performances / industry events on a regular basis.

Sustainability

- Work closely with the Executive Producer and General Manager to identify sustainable solutions for the company's production practice and operations

SKILLS REQUIRED:

- Strong knowledge and understanding of current issues and developments in the contemporary Australian performing arts sector and the wider arts environment
- Exceptional relationship management skills to interact effectively with artists, arts organisations, presenters, festivals, marketers, technicians, sponsors & other partners, federal, state and local council departments and funding agencies
- Demonstrated experience or aptitude in identifying Australian contemporary performance for presentation
- Proven experience in successfully creating, implementing and delivering productions and initiatives
- High level experience in developing and monitoring budgets
- A demonstrated ability to work with a high level of initiative to tight deadlines and provide innovative thinking
- Ability to lead and work effectively as part of a team
- Comfortable working with a high degree of autonomy in a dynamic, fast-paced and creative environment
- An effective working knowledge of Microsoft excel, word and outlook programs
- Excellent oral and written communication skills
- A commitment to flexible working hours, including weekend and evenings, and available to travel nationally and internationally.

EDUCATION & PRIOR WORK EXPERIENCE:

Essential

- 5+ years experience in a leadership or management role 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:

- Producers x 2 - NSW

KEY RELATIONSHIPS:

Internal

- Executive Producer
- General Manager
- Senior Producers
- Producers
- 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