



Producer NSW (1.0 FTE)

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 Producer who will work closely with the Senior Producer NSW and Performing Lines team to support the 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 full-time, but can be flexible to suit the right candidate. From time-to-time the role will require work outside of regular office hours on project delivery and availability to travel nationally.

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 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 NSW is part of a national network of industry professionals working alongside offices in Tasmania, Victoria and Western Australia 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 artists 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 by email to administration@performinglines.org.au by **midnight, Sunday 22 January 2023**. 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 Vanessa Wright, Senior Producer vanessa@performinglines.org.au

The ideal start date for the successful candidate is early March 2023.

Performing Lines | Producer

Job Title:	Producer	Job Type:	1.0 FTE
Reports to (Position):	Senior Producer NSW	Position is Shared:	No
Number of Direct Reports:	0	Date Created or Revised:	December 2022

POSITION SUMMARY:

Reporting to the Senior Producer NSW, 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
 - drafting project budgets and preparing presentation quotes 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 Senior Producer NSW, 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 Senior Producer NSW, Executive Producer, Production Manager, Marketing Manager and General Manager
- Support the Senior Producer NSW and 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.
- Attend opening nights / theatre performances / industry events on a regular basis and as agreed by the Executive Producer.

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/or 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
- Senior Producer NSW
- Production Manager
- Marketing Manager
- Accounts Coordinator
- Administrator

External:

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