

Recruitment Pack - Senior Producer TAS



Image: Hide the Dog by Nathan Maynard and Jamie McCaskill. Photo: Pat Stevenson

Senior Producer TAS

Performing Lines is at an exciting cross-roads in the growth of its activity and support for independent artists in lutruwita/Tasmania, Australia and internationally.

To support this, it is seeking a Senior Producer who will lead the TAS 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 lutruwita/Tasmania, exceptional relationship management skills including the ability to work in an artist-led environment with creative and cultural awareness. They will have proven experience in planning and delivery of performing arts productions including high level budget skills, and 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.

The role is full-time. It will include a commitment to flexible working hours, including weekend and evenings, and availability to travel nationally and internationally.

Company Overview

Performing Lines TAS produces provocative contemporary performance by Tasmania's bravest 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 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 TAS is part of a national network of industry professionals working alongside offices in Western Australia, 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 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 **10am, Monday 24 April 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 details of three (3) referees

For more information or to discuss please contact Alex Bowen, General Manager, +61 (0)414 331 307 or alex@performinglines.org.au

Performing Lines | Senior Producer (TAS)

Role:	Senior Producer TAS	Job Type:	Full-time
Reports to (Position):	Executive Producer and General Manager	Position is Shared:	No
# Direct Reports:	2	Date Created/Revised:	March 2023

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 TAS.

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 National and Tasmanian Strategic Plan, including programming vision.
- working closely with the Executive Producer and General Manager, develop an annual program and budget for Performing Lines TAS in line with the strategy.
- identify, recommend and participate in developing and delivering new models, initiatives and strategies for Performing Lines TAS, 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.
- contribute to national team planning (strategic and financial), as required.
- perform day to day office duties, as required.
- Manage the operations of the TAS office and team.

Producing

- lead on the development of strong planning and robust evaluation for key artistic activity for Performing Lines TAS, 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 TAS 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 TAS and be aware of its intersection to the National budget.

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 respectful working relationships with the performing arts sector in Tasmania, 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:

- Associate Producer .6FTE
- Office Manager .4FTE
- Contractors, as required.

KEY RELATIONSHIPS:

Internal:

- Executive Producer
- General Manager
- Senior Producers
- Producers
- Production Manager
- Marketing Manager
- Finance Manager
- Administrator

External

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