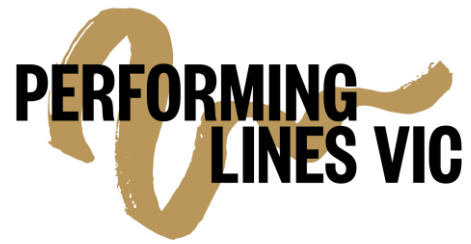


## Recruitment Pack – Producer (Vic)



Image: YES by THE RABBLE. Photo: Pier Carthew



## **Producer (part-time, 0.6FTE)**

Performing Lines is at an exciting crossroads in the refinement of its strategic vision and focus as it responds to recent local and world events that shape the contemporary independent performing arts context.

To support this, we are seeking a part-time Producer who will work closely with the Senior Producer - Vic to provide the stable platform from which independent artists can perform daring feats.

The successful applicant will be responsible for driving the planning and/or delivery of key projects for Performing Lines.

The role is part-time with standard contact hours negotiated by mutual agreement. The role is based at the Performing Lines Vic office in Collingwood Yards. From time-to-time the role will require work outside of regular office hours. This is a fixed-term contract from March – December 2024. Subsequent extension/s will be subject to funding and performance within the contracted term.

Performing Lines embraces difference and seeks to foster increased inclusivity and representation in the art that we create, the audiences we attract and the staff we engage. We recognise the value of diverse experience, perspectives and practice and acknowledge these experiences as a specialist expertise. First Nations applicants and those from communities typically minoritized within our sector are strongly encouraged to apply, and applicants are encouraged to speak to their lived experience and networks as part of their application.

Performing Lines supports flexible working practices and infrastructure to promote work-life balance and to meet the diverse and unique needs of its employees.

### **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 close to four decades, we have collaborated with arts companies, presenters and supporters to take some of Australia's most exciting and diverse contemporary arts experiences to audiences around Australia and the world.

Performing Lines is a national network of industry professionals with on-the-ground teams in New South Wales, 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.

We value:

- freedom of expression and independence of thought
- inclusivity and the value of diverse experience, perspectives and practice

- robust provocation and the questioning of assumptions
- exploration, discovery and the importance of reaching beyond our grasp
- flexible creative options that allow artists to realise their ambitions
- respectful and ethical collaboration with all partners

For further information, please visit our website [www.performinglines.org.au](http://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](mailto:administration@performinglines.org.au) by **midnight, Thursday 22 February 2024**.

Applications should include:

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

Or

A video application that addresses the skills and experience required for this role and outlines your professional experience / work history including the title, duration and respective organisation of your appointments and contact details two referees.

Should this application process or engagement structure be inaccessible for you, we encourage you to be in contact so that we can discuss and explore more accessible alternatives.

For more information or to discuss please contact Kath Papas, Senior Producer, on [kath@performinglines.org.au](mailto:kath@performinglines.org.au)

## Performing Lines | Producer

<b>Job Title:</b>	Producer	<b>Job Type:</b>	Various
<b>Reports to (Position):</b>	Senior Producer VIC	<b>Position is Shared:</b>	No
<b>Number of Direct Reports:</b>	0	<b>Date Created or Revised:</b>	December 2023

### POSITION SUMMARY:

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

### KEY RESPONSIBILITIES:

- Support the Senior Producer & Executive Producer to identify and negotiate new opportunities for work including, contributing to grant and market development applications and liaising with presenters, artists and other industry partners.
- Manage and coordinate all aspects of developments, presentations and/or tours within allocated budgets including:
  - developing grant and/or other applications or proposals to fund the delivery of activity including
  - drafting project budgets and preparing presentation quotes for management sign off
  - organising 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 financial reporting
  - coordinating debriefs and evaluations and contributing 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, Executive Producer, Production Manager, Marketing Manager and General Manager
- 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 Senior Producer.

### SKILLS REQUIRED:

- Considerable experience producing performing arts new work, and presentations and tours. Experience producing tours 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:**

- Senior Producer VIC
- 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