



## **JOB DESCRIPTION**

---

<b>Title:</b>	<b>Festival Producer</b>
Hours:	The employment will commence as Part Time (0.6) Monday 4 September working three-days per week. The role will move to full time the week beginning Monday 25 September, 2017.
Basis of employment:	40 day casual contract
Salary range:	\$60,000 per annum plus superannuation, pro rata
Performance Space's standard Terms and Conditions of Employment form part of this job description.	
<b>Applications Due:</b>	<b>The deadline is Monday 31 July at 9am 2017.</b>

## **ABOUT PERFORMANCE SPACE**

---

Performance Space is the crucible for risk-taking artists. Emerging over 30 years ago in response to artists' articulated desire to explore and investigate new forms of art, Performance Space has consistently identified, nurtured and presented new directions in contemporary practice. We champion risk, experimentation, and new modes of creative expression. Performance Space continues to evolve and renew to meet the needs of the independent sector and explore new models for developing and presenting the most critical and important new work.

The breadth of our organisational and artistic activity is informed and underpinned by a commitment to diversity. Performance Space embraces a diversity of artistic and cultural perspectives as being fundamental to a vibrant and engaging experimental arts culture. We therefore privilege the work of Aboriginal artists, practitioners from diverse cultural backgrounds, artists exploring new takes on sex and gender, disability and artists pushing the boundaries of the human through experiments with new technology.

### **OUR VISION**

To be a world leading experimental arts organisation, championing new developments in artistic practice and connecting artists and audiences with the most dynamic and innovative new work across the Asia Pacific to expand our understanding of what contemporary art can be.

Performance Space is supported by the Australian Government through the Australia Council, its arts funding and advisory body and the New South Wales Government through Arts NSW. Performance Space is an anchor tenant at Carriageworks.

## POSITION OVERVIEW

---

The Festival Producer works within the Performance Space programming team to deliver the Liveworks festival program. *Liveworks Festival of Experimental Art* is a ten-day program held at Carriageworks presenting experimental and interdisciplinary art from across Australia and the Asia-Pacific region. In 2017 the festival will run from **Thursday 19 – Saturday 28 October**.

The Festival Producer reports to the Program Manager and will be responsible for delegated projects, events and activities throughout Liveworks. The Festival Producer will work within the small team at Performance Space and take charge of the delivery of key projects for Liveworks, as well as the attendant reporting responsibilities. The Festival Producer will work within the Programming Team alongside the Artistic Director, Program Manager, Program Coordinator and fellow Festival Producer. They will join an expanded Performance Space team that includes a Production staff of four and an Audience Development team of three, who deliver the festival alongside the Programming Team.

Liveworks is the major presentation season of Performance Space and will require the Festival Producer to approach their tasks with drive, energy and a commitment to working closely with artists. The Liveworks Festival Producer will have experience delivering diverse artworks that span disciplines and events that engage deeply with audiences, they will be able to juggle multiple tasks simultaneously and complete their work to a high standard.

## FESTIVAL PRODUCER: DUTIES

---

### Program Delivery

- Undertake regular meetings with the Program Manager and the Artistic Director to track project delivery timelines
- Assist artists to secure resources that advance the development and delivery of their projects
- Provide mentorship and advice to programmed artists to assist in the development of their projects for presentation.
- Assist in the preparation of artist contracts and letters of agreement
- Take lead responsibility for the delivery of selected projects, under the direction of the Program Manager
- Ensure project timelines remain on track, with particular emphasis on operational and administrative processes including contracts and production specifications
- Coordinate freight, materials and installation and bump-in requirements in consultations with the Program and Production Managers
- Liaise with production staff on technical requirements related to particular projects
- Manage project budgets in dialogue with the Program Manager

### Program Administration

- Prepare reports and arrange data collection measures to satisfy the acquittal needs of each project
- Prepare project expenditure forms and adhere to financial processes
- Organise project-based accommodation, travel and artist 'welcome packs', including Visa applications if required
- Maintain project-tracking documents, contact lists, calendars and timelines
- Work with the Admin and ticketing Manager to collate invitation lists specific to each project, including updating the database as required
- Prepare presentations and marketing material for specific projects on request

- Liaise with the Marketing Manager and assist with the roll out of each project's marketing plan

### **Teamwork and Communication**

- Brief the Performance Space team regarding specific events or projects as details develop
- Prepare work-specific documents for Front of House in liaison with the Admin and Ticketing Manager
- Supervise volunteers as required in liaison with the Admin and Ticketing Manager
- Work proactively in a small team and assist colleagues to realise Liveworks 2017

## **EMPLOYEE BENEFITS**

---

### **Working Hours**

Office hours 10.00am – 6.00pm.

Part Time 0.6 FTE (3 days per week) on a daily rate

Full Time; 5 days a week. on a weekly rate

The position is required to work overtime, out of hours and weekends when needed.

Flexi time arrangements accommodate irregular working hours outside of office hours when required.

### **Other**

Staff parking on site by application.

## **FESTIVAL PRODUCER: SELECTION CRITERIA**

---

It is **essential** that the Festival Producer has:

- Experience working with Experimental, Contemporary, Performative or Live Art practices
- Experience delivering multiple projects within a festival context and managing competing deadlines.
- Familiarity with the technical and production needs of artistic projects in different contexts (eg. black box theatres, public spaces, heritage venues).
- Experience managing budgets and contracts
- Ability to create copy, social media content and communicate effectively within a team
- Current Driver's Licence

### **TO APPLY**

To enquire about and/or apply for the post of Festival Producer please call or email Tulleah Pearce, our Program Manager on (02) 8571 9114 or [tulleah@performancespace.com.au](mailto:tulleah@performancespace.com.au)

To apply for the post of Festival Producer please send us:

- a CV of no more than two pages listing two references;
- a short cover letter addressing why you would like to work for Performance Space;
- a written statement of no more than two pages that illustrates how your skills, knowledge and experience match the position duties and selection criteria.

Please ensure your full contact details including phone number and postal address, are included in your CV or covering email.

We will only accept applications by email. Please use the subject line 'Program Manager application'. Email your application to [tulleah@performancespace.com.au](mailto:tulleah@performancespace.com.au)

Please provide all attachments as PDFs.

**Applications are due Monday 31 July at 9am**

Performance Space is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.