



## **POSITION DESCRIPTION**

Title: **Senior Producer**

Hours: Full Time: 37.5 hours per week

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

Office hours 10.00am – 6.00pm. Flexi time arrangements accommodate irregular working hours outside of office hours when required.

Basis of employment: 12 month contract

Salary range: \$70-80,000 per annum, plus superannuation

Reports to: Artistic Director and CEO

Employment conditions: Time in Lieu available for agreed out of hours worked.

Performance Space's standard Terms and Conditions of Employment form part of this job description.

**APPLICATIONS CLOSE 9am Monday 7 February**

## **POSITION OVERVIEW**

The Senior Producer is an exciting position that leads the delivery of Performance Space's annual artistic program, as well as taking a lead role in the delivery of the annual Liveworks Festival of Experimental Art. The Senior Producer also plays a lead role in organisational planning processes, ensuring the smooth rollout of the program and working closely with all Performance Space staff. Reporting to the Artistic Director & CEO, the Senior Producer supervises the Program Producer and casual program staff year-round, as well as leading the recruitment and management of additional program delivery staff for Liveworks, ensuring that all artistic projects are delivered to an exceptional standard. The Senior Producer provides ongoing leadership and advice to programming staff in the execution of their duties, and is the lead liaison with Performance Space's Marketing and Production departments. The Senior Producer takes responsibility for the delivery of key projects including artist residencies and laboratories, interdisciplinary works, international projects and works of scale.

## **ABOUT PERFORMANCE SPACE**

Performance Space is the crucible for risk-taking artists. Emerging over 35 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.

For more information about who we are and what we do, please visit

[www.performancespace.com.au](http://www.performancespace.com.au)

## **SENIOR PRODUCER: DUTIES**

### **Staff Management**

- Manage the program team to deliver against agreed project deliverables and the logistical needs of designated Performance Space projects
- Recruit and manage other casual staff and interns as required
- Liaise closely with Performance Space's Marketing & Development Manager and Production Manager to ensure that marketing and technical needs are met.

### **Program Development**

- Work with the Artistic Director to address the conceptual and logistical development of the Performance Space annual program
- Ensure Performance Space establishes and follows a best practice standard of cultural protocols when working on First Nations programs, including organising Acknowledgements of Country and Welcomes to Country where appropriate
- Under the direction of the Artistic Director, undertake artistic research for upcoming Performance Space projects
- Prepare briefing documents and research materials for discussion with the Artistic Director and other Performance Space staff as required
- Undertake artist meetings and studio visits alongside the Artistic Director
- Assist artists to secure resources that advance the development and delivery of their projects
- Provide ongoing mentorship and advice to artists within the Performance Space program to assist in the development of their work.

### **Program Delivery**

- Lead the delivery of the Performance Space program including (but not limited to) program planning, staff management, artist liaison, and project budget management
- Lead on the delivery of key artistic projects as directed by the Artistic Director, ensuring that projects are realised to the highest possible standard
- Oversee the logistical delivery of artistic projects in partnership with the Production Manager
- Oversight of the annual and festival programs at all times whilst managing particular projects personally
- Oversee the development and delivery of all artist contracts, in consultation with the General Manager and supported by the Program Producer
- Prepare written copy and informative texts on selected Performance Space projects for curatorial, marketing and publicity purposes, working closely with the Marketing team
- Provide ongoing mentorship and advice to artists within the Performance Space program to assist in the development of their work
- Brief the Performance Space team regarding specific events or projects as details develop
- Oversee documentation of projects in collaboration with the Marketing & Development Manager

- Prepare reports and arrange data collection measures to satisfy the acquittal needs of each project, in collaboration with the Marketing & Development Manager

### **Financial & Budget Management**

- Work with the Artistic Director and General Manager to prepare project budgets, timelines and delivery plans for projects
- Work with the General Manager to ensure that approved project budgets are monitored, managed and acquitted appropriately
- Work with the Artistic Director, General Manager and Marketing and Development Manager to identify potential project funding sources and applications for funding
- Prepare written funding applications and budgets for selected Performance Space projects
- Assist artists who are part of the Performance Space program with applications to funding bodies and manage budgets and auspice agreements for successful grants

### **Teamwork**

- Work closely with other Performance Space staff in a coordinated approach to the development and presentation of work
- Work closely with our artistic and strategic external partners to deliver the Performance Space program
- Provide support to the Artistic Director as required
- Undertake general duties as required including attending staff meetings and taking minutes, enquiries and office administration.

## **SENIOR PRODUCER: SELECTION CRITERIA**

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

- Experience in delivering experimental arts projects across performance, dance, visual arts, new media, sound and beyond including new commissions and works of scale; and the confidence and experience to engage with artists and audiences
- Exceptional written and verbal communication skills
- Leadership skills including demonstrated experience in team leadership and personnel management, preferably in a small-medium sized organisation
- High level of financial and budget management skills
- Demonstrated experience in program management and the delivery of multiple projects with converging deadlines
- A high level of organisational skill, logistics and problem solving experience
- Flexibility to work some weekends and evenings

## **APPLICATIONS CLOSE      9am Monday 7 February**

To enquire about the post of Senior Producer, please contact

Vanessa Lloyd, General Manager (before January 17) at 02 8571 9116 or [vanessa@performancespace.com.au](mailto:vanessa@performancespace.com.au)

Jeff Khan Artistic Director and CEO (after January 17) at 02 8571 9102 or [jeff@performancespace.com.au](mailto:jeff@performancespace.com.au) during business hours.

### **To apply please send us:**

- a curriculum vitae (cv) of no more than three pages;

- a statement of no more than two pages that illustrates how your skills, knowledge and experience match the Selection Criteria and Duties

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

Email to [jeff@performancespace.com.au](mailto:jeff@performancespace.com.au) by 9am Feb 7

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.