



## **POSITION DESCRIPTION**

**Title:** Program 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:** \$60,000-\$68,000 per annum, plus superannuation

**Reports to:** Senior Producer

**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 11:59pm, Sunday 3 April 2022**

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## **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. [performancespace.com.au](http://performancespace.com.au)

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## **POSITION OVERVIEW**

Reporting to the Senior Producer, the Program Producer supports the delivery of Performance Space's artistic program, and takes the lead as producer on a number of Performance Space projects to an exceptional standard of rigour and professionalism. The Program Producer is an integral position in the Performance Space programming team and works closely with the Artistic Director and Senior Producer to ensure the organisation's artistic vision is met. This includes a year-round program of residencies and artist development initiatives, and Performance Space's annual keynote presentation event, the Liveworks Festival of Experimental Art. Taking a key role in the delivery of Liveworks and its affiliated programs, the Program Producer also ensures that Performance Space's day-to-day operations are conducted efficiently with strong administrative detail.

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## **PROGRAM PRODUCER: DUTIES**

### **Program Delivery**

- Under the direction of the Senior Producer, take lead responsibility for the delivery of selected Performance Space projects
- Ensure that timelines for whole-of-program delivery remain on-track, with particular emphasis on operational and administrative processes and documentation including contracts and production specifications
- Research and manage freight, materials, and installation and bump-in requirements for selected projects, in consultation with the Senior Producer and Production Manager
- Liaise with Performance Space's production staff to ensure that the technical needs of projects are met
- Directly manage selected festival staff positions where required, to ensure the successful delivery of selected programs and projects
- Work closely with the General Manager and Senior Producer to prepare and monitor budgets for selected projects

- Work closely with the General Manager and Senior Producer to prepare and monitor contracts, letters of agreement (LOAs) and memorandums of understanding (MOUs) for selected projects
- Work with the Marketing & Development Manager to assist with the roll-out of each project's marketing plan, including the collation of project-specific marketing materials and the preparation of project copy.

### **Program Development**

- Research experimental artists and works, and compile research documents as directed by the Artistic Director and Senior Producer
- Undertake regular meetings with the Senior Producer and Artistic Director and other Performance Space staff to workshop and develop programs and projects
- Research and prepare written copy for selected projects and initiatives, for approval by the Artistic Director and Marketing & Development Manager
- Assist artists to secure funding and resources that advance the development and delivery of their projects
- Prepare presentations on the Performance Space program and give presentations on programs and projects to internal and external stakeholders
- Prepare funding applications and support other program-related fundraising initiatives as required.

### **Program Administration**

- Organise project-based accommodation, travel, and artist welcome packs
- Develop and maintain template documents such as program calendars, schedules and contact lists
- Prepare pay schedules, production floats, per diems, and other project expenditure forms and processes
- Prepare briefing documents for Front of House staff in liaison with the Senior Producer
- Supervise project-specific volunteers when required, in collaboration with the Volunteer Coordinator
- Assist in the preparation of funding acquittals and other project reports as required
- Prepare program-specific presentations and audiovisual material for the Artistic Director and Senior Producer
- Answer enquiries promptly by phone or email, maintain knowledge of current programming, opportunities and organisational procedures to assist artists, other organisations and the general public efficiently;

## **Teamwork**

- Work closely with other Performance Space staff in a coordinated approach to the presentation of work
- Undertaking general duties as required including attending staff meetings and office administration.

## **PROGRAM PRODUCER: SELECTION CRITERIA**

It is essential that the Program Producer has:

- Experience in delivering experimental arts projects across different artforms – preferably performance, dance, visual arts, new media and/or sound.
  - Exceptional written and verbal communication skills
  - Exceptional administrative skills including proficiency in Microsoft Office suite and other relevant software applications
  - Excellent budget management skills
  - A high level of organisational skill, logistics and problem solving experience
  - Flexibility to work some weekends and evenings
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## **HOW TO APPLY**

To apply for the position of Program Producer please send:

- A cover letter of up to 3 pages outlining your skills and experience in relation to the Position Description and Selection Criteria.
- A Curriculum Vitae (CV) of up to 3 pages.

Send to [jeff@performancespace.com.au](mailto:jeff@performancespace.com.au) with “Program Producer Application” in the subject line.

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

**APPLICATIONS CLOSE      11:59pm, Sunday 3 April 2022**

## **ENQUIRIES**

To enquire about the role of Program Producer, please contact Jeff Khan Artistic Director and CEO on [jeff@performancespace.com.au](mailto:jeff@performancespace.com.au).

## **COMMITMENT TO DIVERSITY**

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.