

ASSOCIATE PRODUCER, PROGRAMMING

Position Description

The Business Unit

The Arts Centre Melbourne Programming Unit sits within the Performing Arts pillar and is responsible for delivering:

- a breadth and range of presentations at Arts Centre Melbourne's own risk that meet the organisation's curatorial framework and complement the provision by Resident Companies and external presenters;
- a number of events that contribute to the overall venue utilisation targets at Arts Centre Melbourne; and
- a program of learning, participatory public realm, accessible, inclusive, youth, families and children and community programs that meet the organisation's public purpose obligations.

The business unit is comprised of program management, artform programming, education, access and public engagement, coordinating, and producing team members.

The Role

The primary purpose of this role is to provide administrative and project assistance to the Producers in the delivery of performances, events, special projects, programs and ancillary activity across the activities of the Programming Unit and the wider organisation.

This role supports the Creative Producers and Producers with the day-to-day on-ground requirements of programs and events and to fulfil contractual and project undertakings across a range of capacities including:

- Artist logistics and liaison,
- Special projects and ancillary activity support
- Project administration
- Stakeholder Data Management

Type	Full Time (fixed term)
Reports to	Senior Producer, Programming
Direct Reports	-
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 3.1
Key Relationships	<i>Internal:</i> Programming, Presenter Services, Ticketing and Visitor Experience, Marketing and Communications, Philanthropy, Facilities, Collections and Production teams. <i>External:</i> Key contacts and stakeholders from industry bodies, presenters, other performing arts centres, the wider arts sector, Resident Companies and other hirers, precinct neighbours, artists, commercial presenters, promoters, producers.
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	SGA Employee under the ACM Enterprise Agreement 2018 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification) You will hold a current Working With Children Check
Last Reviewed	September 2019

KEY CRITERIA

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

Your qualifications and experience

- Relevant professional or tertiary qualification in arts, a specific art form, event management, or related disciplines and/or equivalent industry experience.

Your skills and attributes

- Excellent verbal and written communication skills.
- Ability to liaise with a range of diverse stakeholders including artists, promoters, producers and diverse community and cultural groups.
- Moderate administrative experience including intermediate level knowledge of Microsoft Office programs.
- Moderate experience working on delivery of a range of arts and/or community, cultural projects.
- Moderate experience coordinating and interpreting event requirements.
- Moderate experience in a festival or project role including scheduling and travel management.
- Previous experience in coordinating visa requirements.
- Excellent planning and prioritising skills.
- Moderate experience establishing and maintaining effective stakeholder relationships.
- Knowledge of the performing arts sector.
- An interest in and respect for diverse cultural protocols.
- Experience in the use of an integrated venue management system desirable (Ungerboeck preferred).
- Experience in the use of a CRM preferably Tessitura.
- Strong relationship management and interpersonal skills
- Exposure to or an understanding of Government requirements, policies and procedures including Immigration.
- Proven experience with and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.

In the role you will

Accountabilities:

As instructed by Producers, the role is required to;

- Develop and maintain:
 - o Detailed company schedules in Ungerboeck;
 - o Strong positive relationships with internal and external stakeholders including key contacts and suppliers;
 - o Excellent support to internal departments and external arts companies and suppliers; and
 - o CRM for ACM presents contacts and invitation lists.
- Coordinate and deliver:
 - o Artist ground transport, accommodation, per diems, and other requirements as reflected in performance and project agreements;
 - o Artist visa preparation in consultation with the Producer and LPA;
 - o Special projects and ancillary activity support (eg. Workshops, launches)
 - o Foreign resident withholding tax variations for overseas artists and companies; and Artist access to venues.
- Support:
 - o Project purchasing including raising purchase orders and processing invoices appropriately;
 - o Recording permission forms, One Music License applications;
 - o Project milestones and artists' experience with progress updates on significant changes;
 - o Project evaluation with project team in post event review; and
 - o Arts Centre Melbourne's artist management and event delivery standards.
- Demonstrate
 - o Arts Centre Melbourne organisational protocols and the Role You Play.

**Decision making:**

- The incumbent will be expected to contribute to decision making processes within the team although key decision will be the responsibility of the Producers in consultation with the Senior Producer.

Systems:

- Use Microsoft Office 365, Ungerboeck, Tessitura, HR21, BRAVO (in-house recognition platform), and other applications to a suitable skill level.

Working environment/physical requirements:

- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.
- Attend meetings and perform work offsite and within various Arts Centre Melbourne sites.
- You must be available to work within and outside of regular business hours and within school holidays,
- Current Driver's License required

You demonstrate our values

- **Leadership** – courage and conviction.
- **Creativity** – a boundless imagination.
- **Care More** – a place for everybody.
- **Community** – working together.