

CREATIVE PRODUCER, PROGRAMMING

Position Description

PERFORMING ARTS, PROGRAMMING

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 Transition21 focus areas.

The business unit is comprised of strategy and program development, partnership management, artform programming, education, coordinating, and producing team members.

The Role

The primary purpose of this role is to lead and inspire across teams to deliver on Arts Centre Melbourne’s strategic goals and functional tasks under Pillar 2.1 Experiences; with a focus on the development, planning and delivery of venue and industry partnerships and special projects.

Type	Ongoing, Full Time
Reports to	Senior Producer, Programming
Direct Reports	None
Salary/Hourly Rate	ACM Enterprise Agreement 2022 Band 4.1
Key Relationships	<i>Internal:</i> Programming; Producers; Strategic Business Development Team; Presenter Services; F&B; Strategic Communications; Marketing; Philanthropy; Finance & HR Partners; PMO. <i>External:</i> Venue presenters, industry partners, community.
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	Satisfactory completion of a National Police Check required A current Working With Children Check
Last Reviewed	June 2024

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

- A relevant tertiary qualification and/or experience and professional credibility in creative cultural leadership and policy making and implementation.
- Advanced experience in the strategic planning, development and management of high quality artistic and creative programs.
- Ability to conceive, design, implement and review a unique programming offers in a performing arts context.
- Advanced experience in managing complex and diverse projects with complex budgets and multiple stakeholders and objectives.

- Advanced experience developing and managing large and complex project budgets including managing funding channels and the allocation and expenditure of grants.
- Ability to adapt to a variety of situations and environments and to liaise with a range of diverse stakeholders.

Your skills and attributes

- Advanced experience leading projects to be delivered by high performing project teams
- Advanced strategic intelligence.
- Advanced industry experience and networks.
- High level of financial acumen.
- Excellent verbal, interpersonal and written communication and presentation skills, and excellent planning and prioritising skills.
- 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:

- Understand our ambition and achieve leadership that reflects our community to deliver on our local and international project commitments.
- Understand what we need to do and change to establish successful First Nations led experiences at ACM
- Lead new and continue to progress existing initiatives with industry partners.
- Act as a creative lead within Arts Centre Melbourne, overseeing and managing the preparation and delivery of inspiring, contemporary and financially sustainable performing arts programs.
- Research and source artists and performing arts companies nationally and internationally.
- Offering sound experience and judgment in the assessment of potential projects.
- Contribute to the financial and artistic management and evaluation of performing arts projects and project opportunities.
- Negotiating agreements and contracts with relevant artists, presenters, promoters and agents.
- Liaise with internal/external stakeholders (including artists, arts organisations, producers, presenters and staff) to support the programming and delivery of great performing arts projects, programs and events.
- Maintain an extensive network of industry and art form contacts and stay current and involved with the performing arts scene in Melbourne and internationally.
- Work with the Director, Programming to lead the development of cross sector opportunities; develop partnerships for innovative and contemporary offerings that benefit ACM and the broader Melbourne arts community.
- Engage with Producers allocated to projects to lead and deliver large scale ACM presents works, particularly those with multi-faceted outcomes and broad organisational buy in.
- Work closely with the Marketing and Audience development teams to build audiences and engagement, expanding and deepening our audience reach and impact.
- Maintain and evolve project partnerships to support and progress our strategic goals, in particular First Nations First and Equity and Inclusion.
- Core accountabilities include project development, planning, external and internal communication, budgeting, writing, editing, creation/development/management/evaluation of a form of ongoing work, risk management; and leadership across specific projects/initiatives.

Decision making:

- Make decisions, operate autonomously and resolve issues to achieve the accountabilities.
- Provide and receive guidance and support from Director of Programming and Associate Director, Programming in decision making to achieve the accountabilities.
- Be required to balance competing enquiries and immediate demands of internal and external stakeholders.
- Be required to take on a high level of tactical decision making to achieve accountabilities.

Systems:

- Use ACM's internal database systems including MOMENTUS.
- Proficient in the use of Microsoft Office suite
- Ability to develop skills in the use of relevant technology



Working environment/physical requirements:

- Work in ACM's offices and other locations as required.
- Be required to be on site/attend events outside work hours from time to time.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2022.

You demonstrate our values:

- Leadership
- Equity and Inclusion
- Creativity
- Accountability