

## Producer

### Position Description

### ACM Programming

Arts Centre Melbourne Programming team 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 education, participatory, accessible, community and public programs that meet the organisation's public purpose obligations.
- A program of events that respond to partnership opportunities and optimise venue utilisation

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

### The Role

To lead the development, scope and execute the delivery of performances, events, projects and programs across the ACM Programming pillar and the wider organisation.

Type	Full Time (fixed term, 12/months)
Reports to	Senior Producer
Direct Reports	N/A
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 4.1.0
Key Relationships	<i>Internal:</i> Internal ACM Programming, Presenter Services, Ticketing and Visitor Experience, Marketing and Communications, Development, Facilities, Collections, Finance, Food and Beverage, General Counsel, Security and Production teams. 2.0 Recover and Evolve pillar <i>External:</i> Artists, promoters, producers, presenters - key contacts and stakeholders from industry bodies, community groups, other performing arts centres, the wider arts sector, funding bodies, Resident Companies and other hirers, precinct neighbours and commercial presenters.
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	Current Driver's License preferred. 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	03/21

## 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.
- Exposure to or an understanding of various Government requirements, policies and procedures; including:
  - APRA / AMCOS / One Music regulations and music rights and licensing;
  - Child Safety and Child Employment regulations;
  - Accessibility requirements

## Your skills and attributes

- Demonstrated experience in producing and presenting complex performing arts events from concept stage through to completion.
- Knowledge of the performing arts industry and high level of literacy across the various performing arts disciplines.
- Demonstrated experience scoping and managing project budgets and resources.
- Demonstrated experience in working closely with artists particularly during planning and presentation stages of projects.
- Demonstrated experience in working with production, ticketing, marketing and communications.
- High level of problem solving acumen.

## In the role you will

### Accountabilities:

Actively contribute to the effective performance and success of the Programming team by:

- Producing and project managing innovative artistic programs including planning, budgeting and resourcing;
- Liaising with artists, arts organisations, producers, presenters and staff to assist in developing and delivering performing arts and participation events, including ancillary events (access performances, foyer activations, workshops, Q&A's);
- Negotiating deals, agreements and contracts with relevant artists, presenters, co-presenters promoters and agents to ensure projects are delivered according to requirements;
- Managing all contract and administrative requirements of projects (including but not limited to contracting, artist payments, royalties, visa requirements, arranging artist flights and accommodation, raising purchase orders and processing invoices appropriately);
- Managing event based budgets, including monitoring and updating of budgets and alerting the relevant stakeholders of any significant changes.
- Developing ticket builds and marketing briefs and monitoring marketing and sales campaigns, contribute and drive promotional strategies as required
- Contribute to the preparation of reports and analysis to ensure Arts Centre Melbourne's Programming team projects and programs are meeting the organisation's goals, objectives and management targets.
- Assist in the maintenance of strong positive relationships with relevant internal and external stakeholders with a focus on maximising opportunities for engagement with Arts Centre Melbourne.
- Maintain highest standards in event delivery and represent ACM Cultural Values and demonstrate the Role You Play to visiting artists and companies.
- Undertaking related duties as assigned by the Senior Producer.
- Ensure HSE compliance in all aspects of carrying out role.

### Decision making:

- Under the broad direction of the Senior Producer, the incumbent will be required to make decisions on day-to-day management issues and to resolve operational problems as they arise.
- The position demonstrates astute judgement in managing and responding to issues and balancing conflicting demands of both internal and external stakeholders.

- The incumbent is expected to contribute to decision-making processes within the team although key decisions will be the responsibility of the Senior Producer, the Head of Contemporary Performance, Head of Creative Engagement or the Director of Programming, as required.
- A considerable level of operating autonomy is required as is the ability to take tactical decisions within the scope of individual projects.

**Systems:**

Use Ungerboek venue management software, Tessitura, MS Office including Teams

**Working environment/physical requirements:**

- Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
- Undertake general office work with a strong emphasis on the use of computers and digital technology.
- Potentially work in an underground office environment.
- 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 2018.

**You demonstrate our values**

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