

## POSITION DESCRIPTION

POSITION	Senior Producer, Full Time
SALARY	\$80,000 - 90,000 p/a (commensurate with qualifications and experience), plus superannuation
LOCATION	Hybrid – Collingwood Yards office & home
REPORTS TO	Head of Producing

Please note:

This is a First Peoples (Aboriginal &/or Torres Strait Islander) prioritised position, but candidates with appropriate experience and/or diverse lived experiences are also encouraged to apply. If you meet some but not all the below criteria, we warmly encourage you to reach out to us to discuss your application.

### ABOUT ILBIJERRI THEATRE COMPANY

ILBIJERRI Theatre Company is one of three leading First Peoples theatre companies in Australia. We have been telling our stories our ways for over 30 years. Our productions have toured to critical acclaim across Australia and the world. Our creative processes aim to support First Peoples artists and communities to have a powerful voice in determining the future of Australia.

### POSITION SUMMARY

The Senior Producer plays a vital role in the delivery of a diverse program of new work, touring, artist development and community engagement. The role requires experience in project management particularly in contracting, scheduling, logistics, relationship building and budgeting. The Senior Producer works closely with the Head of Producing to lead day-to-day delivery of ILBIJERRI's artistic program, administer the creation of new work, plan and assess future projects and touring, and support the development of new community and artist development initiatives and programs.

## KEY RESPONSIBILITIES

### PROJECT MANAGEMENT

- Lead the management and delivery of ILBIJERRI projects.
- Work collaboratively with artists and community, especially during planning and presentation stages.
- Research and source artists and creatives; negotiate agreements, contracts and manage all relationships throughout the project.
- Liaise with the creative/artistic team, presenters and project staff to deliver projects at a very high quality.
- Oversee and prepare artist contracts, working in collaboration with the General Manager and Executive Director to ensure contract agreement systems are effective and accurate.
- Ensure all project schedules are prepared, maintained, accurate, updated, and distributed as needed to relevant personnel.
- Identify and manage potential conflicts or challenges for project delivery in liaison with the Executive Team and General Manager.
- Conduct risk assessment and risk management of projects.

- Ensure project meetings are run regularly and effectively and liaise with appropriate staff across the organisation.
- Participate in project evaluations with artists, participants & stakeholders.
- Book venues and liaise with venue staff for all projects (creative developments, rehearsals, presentations, other).
- Lead the preparation of evaluations, reports and analysis to ensure projects are meeting their goals, objectives and targets.
- Provide progress reports to the Executive Team and board (as requested).

#### **FINANCIAL MANAGEMENT**

- Scope, develop and manage project budgets, resources and funding partners.
- Manage project budgets including tracking income, expenditure and reconciliation.
- Contribute to financial reports in conjunction with the Finance Manager and General Manager, identifying variations and forecast as needed.
- Assist the Executive Director & Development Manager to identify and secure project funding from philanthropic, corporate and government funding sources.

#### **RELATIONSHIP BUILDING**

- Maintain strong relationships and trust with members of the First Peoples community/communities to support their participation and engagement in ILBIJERRI projects, including as creatives/performers, volunteers, audiences and community members.
- Build and maintain strong relationships with recurring and new presenters in order to sell ILBIJERRI work.
- Maintain awareness of artistic projects by First Peoples artists and share information with the company and its stakeholders.
- Contribute to the quality of internal and external relationships with key ILBIJERRI partners and stakeholder - through clear communication, effective meetings, solid planning, and strong attention to detail.
- Work collaboratively and professionally with all ILBIJERRI staff and each project's creative team to ensure the success of all projects and tours.
- Develop and maintain strong relationships with members of First Peoples and arts communities with a specific focus on the Victorian Koorie community.
- Maintain strong relationships with health promotion partners, justice departments, schools, reference groups such as Drama Victoria, VCAA, and DHHS, and strong relationships with schools, teachers and community organisations across Victoria.
- Identify and develop new partnerships with key cultural, educational, and health organisations.

#### **TOUR COORDINATION**

- Negotiate and prepare contracts for presenters and venues.
- Respond to enquiries from presenters ensuring accurate and timely information is provided.
- Manage pre-production of touring shows and ensure all material is successfully handed over to the tour manager/production manager.
- Coordinate technical requirements of the tour in conjunction with venues and the tour manager/production manager.
- Coordinate tour scheduling, working with partners and funders to achieve 'on time and on budget, to maximise the effectiveness of each tour.
- Coordinate and book accommodation and travel associated with the tour and provide concise information for the tour party

- Coordinate data collection from the tour party and presenters and generate reports as required for management, board and funding partners.
- Ensure all projects are well documented and filed, including ensuring all files and reports are submitted by stage and production managers.

#### **MARKETING & COMMUNICATION SUPPORT**

- Assist the Marketing Coordinator and Marketing Manager to produce timely and accurate promotional materials for projects and tours
- Assist the Marketing Coordinator and Marketing Manager to ensure regular updates on ILBIJERRI's website, newsletter and social media platforms.

#### **MENTORING AND PRODUCER SUPPORT**

ILBIJERRI is strongly committed to the goal of self-determination – a First Peoples company, managed by First Peoples staff, delivering work for and by First Peoples people. Each senior role at ILBIJERRI is expected to actively support progress toward this goal and will be required to provide supportive mentorship to emerging First Peoples team members including:

- Act as a positive role model in contributing to the growth of the company's emerging Producers
- Provide industry specific guidance and support including best-practice processes
- Develop, alongside other senior staff:
  - Leadership skills
  - Communication skills
  - Problem solving skills
  - Effective time management
  - Empathy and support skills
  - Networking skills
- Support the identification of individual goals, identifying resources and developing industry contacts

#### **HOW TO APPLY**

##### **APPLICATIONS CLOSE Monday 4<sup>th</sup> November**

Please send your current CV and a cover letter of no more than **two pages** addressing the **Key Responsibilities**, to Angela Flynn via E: [jobs@ilbijerri.com.au](mailto:jobs@ilbijerri.com.au)

If you have any questions about the role or would like to discuss the opportunity further please reach out to Angela Flynn via [jobs@ilbijerri.com.au](mailto:jobs@ilbijerri.com.au) or (03) 910 034 40