

CREATIVE PRODUCER

Position Title:	Creative Producer
Salary:	Negotiable (based on experience)
Terms of Contract:	Full-time (38hrs/week Mon-Fri) though weekend and evening hours will required at times

Background

The Art House, Wyong Shire Performing Arts and Conference Centre (The Art House) is a performing arts centre. Located in Wyong town centre on the Central Coast NSW, The Art House is a catalyst facility for the region and supports local and touring professional and amateur arts as well as conferences and functions. Its program consists of hires, purchased productions and in-house productions.

The Art House comprises:

- a 500 seat Proscenium Arch Theatre with automated full fly tower
- a flexible Studio Theatre space with a 130 people seating capacity (and the ability to use the space for rehearsals, performance, functions and conferences)
- display foyer with café and bar
- box office
- catering facilities (including a commercial kitchen)
- a meeting room

The Art House has a commitment to supporting its community, developing opportunities for artists on the Central Coast NSW and ensuring program content addresses the diverse needs of our local community.

POSITION OVERVIEW

The Art House seeks a motivated and experienced Creative Producer (performing arts) who will be responsible for the development and delivery of local performing arts support and resources, and engaging and high quality programs.

The primary purpose of the role will involve coordinating our creative artist development program. The program is designed to support the staged creation and development of new performance work from inception to stage on the Central Coast, with a focus on supporting artists based in the region and work that is focussed on themes specific and relevant to the Central Coast.

The role will also involve programming a range of accessible programs, events and potential new seasons for The Art House with a focus on the diverse demographics and interests of our supporters and community.

The Creative Producer will ensure the program objectives, budgets and timelines are strictly adhered to and administer the management of the programs. The position reports to the Executive Director who will provide approval and input in all areas including curatorial management, project management, design, marketing, publicity and resource development.

This position is suited to an enthusiastic and experienced all round arts programmer with creative flair, excellent project management and delegation skills and broad industry networks. A strategic thinker, this role contributes to, and is an integral part of The Art House's strategic vision.

ROLE RESPONSIBILITIES	
Creative Artist Development	<p>Reporting to the Executive Director</p> <ul style="list-style-type: none"> • Make personal contact and establish key contacts in the local performing arts sector and community to assist with the effective promotion and uptake of opportunities offered by The Art House to local community. • Identify, recommend, develop and deliver models, initiatives and strategies for The Art House in keeping with the company's objectives • Efficiently manage and coordinate all aspects of the creative artist development program from inception to stage within allocated budgets • Develop effective budgets, funding proposals, production schedules, contracts • Provide clear operational direction for production and project teams • Provide regular progress reports for the Executive Director and tabling to the Board, The Art House • Regularly review operations against expected outcomes, prepare evaluation and final reports
Community Programming	<p>Reporting to the Executive Director</p> <ul style="list-style-type: none"> • Develop programs for the diverse local Central Coast community that are balanced, relevant, of quality and encourage repeat participation and attendance • Determine participation barriers and ensure strategies are delivered to overcome such barriers • Develop effective budgets, funding proposals, production schedules and contracts. • Assist with delivery across all programming as required • Develop and implement effective communication strategies that develop audience attendance to programmed performances and events • Grow the program offer and audiences in accordance with set goals and within available resources • Regularly review operations against expected outcomes, prepare evaluation and final reports
General/ Administration	<ul style="list-style-type: none"> • Acquire and maintain a comprehensive knowledge and understanding of all Art House programs and activities and be able to articulate effectively to groups and individuals. • Possess effective written and oral communication skills, especially an ability to produce clear and concise written communication • Demonstrated ability to take initiative, develop strategies and work autonomously • Excellent budgeting and financial management • Sound computer skills in the Microsoft Office Suite, particularly Word, Excel and Outlook • Sound knowledge WHS in the workplace and commitment to a safe and efficient working environment

Personal Attributes	<ul style="list-style-type: none"> • A positive attitude in building The Art House Brand and motivate a diverse team • Service-oriented, solution focused, flexible and professionally mature • Well-organized, detail-oriented and ability to multi-task • Innovative, determined and responsible • Ability to work effectively both independently and in a team environment. • Ability to deal calmly and positively in a demanding environment. • A commitment to flexible working hours, including weekend and evenings, and available to travel nationally
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QUALIFICATIONS AND EXPERIENCE	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • A tertiary qualification in performing arts and/or arts management or extended professional experience in the performing arts industry and/or management. • Recognised experience in professional performing arts programming/producing <p>Desirable (or willing to obtain)</p> <ul style="list-style-type: none"> • A current First Aid Certificate • Current Drivers' Licence <p><i>Note Copies of the above listed Qualifications/ Licences / Certificates are required as evidence on appointment</i></p>
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge and expertise of theatre practice, artists and related issues in Australia • Demonstrated understanding of issues relating to arts development and arts practice in regional Australia • Demonstrated experience in project management and partnership development • Interpersonal skills, especially an ability to maintain productive relationships with a broad range of stakeholders and partners • Strong level of written and verbal communication skills. • experience in developing and monitoring budgets • demonstrated ability to work with a high level of initiative to tight deadlines and provide innovative thinking <p>Desirable</p> <ul style="list-style-type: none"> • Experience in successfully creating, implementing and delivering performing arts productions

RELATIONSHIPS	
Key Internal Stakeholders	Art House staff, visiting artists, visiting touring staff, service contractors, suppliers
Key External Stakeholders	General public, hirers, touring companies, patrons
SUPERVISION	
Reporting to	Executive Director
Direct reports	No supervision duties
SPECIAL CONDITIONS	
Conditions of Employment	<ul style="list-style-type: none"> • This position is a full time 3-year contract reporting directly to the Executive Director, The Art House. • The Creative Producer is employed under the conditions of the Live Performance Award. • The position is subject to the venue operating as a financial going concern which includes funds received through grants which may be subject to performance requirements and conditions • Regular working hours will be negotiated based around 9.00am-5.00pm Monday to Friday • This position will involve evening and weekend work. Work outside regular hours will be managed via time in lieu record keeping
Integrity Checks	The incumbent must agree to an annual National Police Check and maintain a current Working with Children Check.
Probationary Period and Performance Review	The position will be subject to an initial six month probationary period, before permanent employment is confirmed. A performance review will be carried out annually.

The above position description reflects the essential functions of the position at this time, however this list is not finite and duties may change as required.