

<b>Position Title:</b>	Associate Producer
<b>Award / Level</b>	LGA Level 6
<b>Department:</b>	New Work and Development
<b>Type:</b>	Part Time

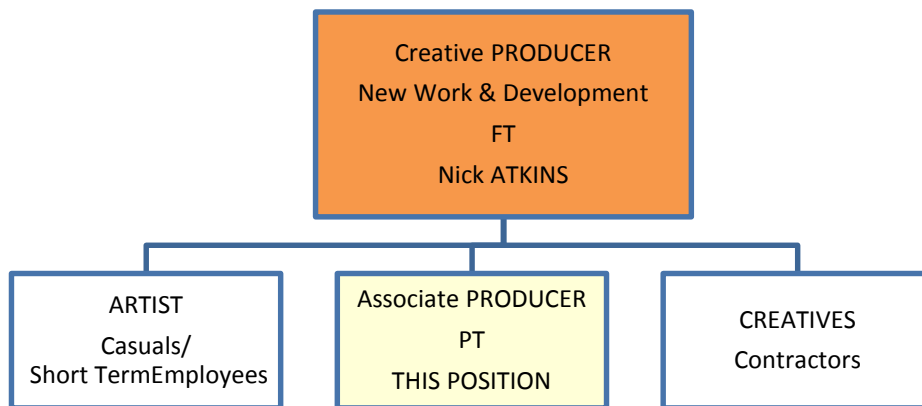
**Position Purpose**

The Associate Producer works with the Creative Producer - New Work & Development, as well as a team of seasonal creatives to deliver Q Theatre's annual season of projects. This will include supporting project delivery, collaborating on programming and tracking the impact of projects on the ground. Due to the seasonal nature of the program, the priorities of this role will shift throughout the year.

The role works as an innovative producer to an identified project brief, whilst also building audiences and support for this work. The role will work closely across all teams including technical and venue to ensure smooth delivery of event/s.

Throughout all endeavours, PP&VA focusses on increasing access to the arts whilst providing best practice experiences for performers, creatives and technical practitioners. This role requires a high level of practical skills, excellent interpersonal and communication abilities, project specific experience and a flair for organisation as well as creative thinking.

**Department Structure**



Key Result Areas

1. Production

Major Tasks

- Coordinate contracting processes between internal and external stakeholders
- Within agreed budgets, negotiate contracts with collaborators in the development and production of new work
- Develop, monitor and manage project budgets
- Organise and oversee the documentation and archival of production activities
- Negotiate with project teams to arrange appropriate venues for rehearsals
- Attend rehearsals, production meetings and performances as necessary
- Broker and maintain relationships with other companies relevant to the delivery of the program

Performance Measures

- Effective delivery of production activities within budget and timelines
- Smooth and efficient administration of production activities within timelines

2. Development

Major Tasks

- Utilise the organisations' data collection systems to map the impact of the program
- Write and/or contribute to funding applications
- Explore funding from philanthropic trusts and foundations when the opportunities arise
- Participate in the development of a new work strategy

Performance Measures

- Contribute to analysis of program impacts
- Contribute to funding applications

3. Programming

Major Tasks

- Attend and provide feedback on relevant performances
- Document assessment processes
- Provide support and advice to artists as requested by the Creative Producer
- Contribute to programming decisions which may involve but not be limited to; commissions, productions and partnerships

Performance Measures

- Effective documentation of program
- Contribution to broader programming strategies

NB: All shaded Key Result Areas are compulsory for every Position Description

4. Customer Service

Major Tasks

- Provide effective service to PP&VA customers and the community
- Provide effective service to internal customers
- Accurately identify the needs of customers
- Take action to satisfy customer needs
- Present a positive image of PP&VA

5. Corporate Governance and Effective Work Practices

Major Tasks

- Work as part of a team
- Ensure all work is completed accurately and on time
- Support other team members
- Actively listen and use positive communication techniques
- Work within the policies, guidelines and statutory requirements for the work being undertaken
- Follow defined WHS guidelines, and maintain a clean and safe workplace
- Provide effective customer service, always be conscious of PP&VA's public image
- Deal with the public in a courteous manner and promote PP&VA in a positive way
- Undertake alternative duties as directed from time to time
- Supervise and/or train staff (after sufficient experience with PP&VA)

Individuals with NO Staff reporting to them

6. Work Health and Safety (WHS)

Major Tasks

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

Individuals with staff directly reporting to them

7. Work Health and Safety (WHS)

Major Tasks

- Attend training as required and ensure completion of training by supervised staff
- Perform work in accordance with WHS policies and procedures
- Ensure all procedures have been risk assessed, and risk assessments are reviewed in line with designated timeframes
- Monitor implementation and use of risk control measures
- Participate in consultative processes for the management of WHS, and ensure consultation processes are available to, and used by, supervised staff

**Performance Expectations**

- Work completed is accurate and attention to detail is demonstrated
- Work from any of PP&VA's sites and carry out other duties as required
- Initiative is used in solving workplace problems and contribution is made to workplace change
- Punctuality and attendance is satisfactory and leave is planned well in advance
- Time is managed efficiently and work is completed within reasonable timeframes
- Work is completed in line with WHS guidelines and contribution is made to WHS consultative process
- Effective communication and interpersonal skills are applied
- Motivation and cooperation are demonstrated
- Undertake training as directed
- Commitment to EEO and anti discrimination is demonstrated
- PP&VA resources are used efficiently

**Qualifications, Experience and Specialist Skills & Knowledge**

**Essential**

- At least three years professional practice within a relevant field
- Experience within a project management and delivery role
- Understanding of artist needs, of relevant awards and best practice in technical production
- Ability to work across IT platforms – Mac/Microsoft for budgeting, basic design, reporting and communication purposes
- Ability to trouble shoot, think creatively and work within a diverse organisation

**Desirable**

- Tertiary and or Post graduate qualification in a relevant field
- Valid NSW drivers licence or ability to acquire
- Valid Working with Children check – or ability to acquire

**Position Based Core Skills Training**

- Work Health and Safety
- Equal Employment Opportunity and Diversity
- Governance
- Drug and Alcohol Control Policy
- Manual Handling
- Hazard Identification
- Code of Conduct

Values and Behaviours

Penrith Performing & Visual Arts and Staff support the following Values and Behaviours:

**Integrity**

- I am honest, ethical and maintain public trust
- I do what I say I'm going to do and I stand up for what I believe in
- I set a standard to be proud of amongst the community
- I do the right thing - even when no-one is looking

**Selflessness**

- I am willing to put others before me and assist them when needed
- I put the good of the PP&VA and the community above personal goals
- I support sustainability and cater for the wellbeing of future communities
- I uphold social justice principles

**Accountability**

- I take responsibility for decisions and actions, whatever the outcome
- I take responsibility for work, behaviour and how resources are used
- I ensure a safe and healthy workplace
- I take ownership of my work
- I operate within delegations

**Honesty**

- I tell the truth and correct misinformation
- I will refuse any bribes and I do not steal
- I trust in our relationships
- I ensure duties are undertaken in a lawful manner

**Leadership**

- I am creative and innovative
- I take responsibility and I am a good role model
- I inspire others in the organisation and community to be the best they can
- I have the courage to do the right thing
- I listen and communicate clear directions and actions

**Impartiality**

- I am always fair and treat people equally
- I am understanding and act objectively
- I separate personal interests from work responsibilities
- I base all decisions on merit and facts I am consistent in the application of processes

**Openness**

- I am transparent and straight-forward
- I am able to discuss problems or concerns and give reasons for decisions
- I share information appropriately
- I am obliged to report wrong-doing

**Respect**

- I treat others fairly and objectively
- I value and accept other people's differences
- I treat others with dignity, kindness and in the spirit of service
- I treat people how I would like to be treated
- I recognise the worth of individuals