

POSITION DESCRIPTION

Position Title:	Producer - Commercial and Contemporary
Award/Level:	Performance Based Contract - PP&VA
Salary:	\$85,000 plus Superannuation and Leave Loading
Department:	CEO – Cross-Departmental, Joan Sutherland Performing Arts Centre
Type:	Full Time

Position Purpose

This position contributes to the Joan Sutherland Performing Arts Centre's strategic objectives with a focus on achieving maximum venue utilisation through the acquisition and delivery of exceptional performing arts product across commercial hires, partnerships, deals, and buy-ins.

Working to secure and generate business with established arts organisations and artists, commercial producers and promoters, the role delivers both cultural and economic outcomes.

Responsible for the presentation of performing arts activity through venue hire, purchased and shared risk programming, the role works closely with the Venue and Presenter Services Team to curate the Centre's bookings calendar and forge and maintain relationships with local, national and international companies, presenters and promoters to attract business to the Centre.

The Producer, Commercial and Contemporary Performance is responsible for scoping multiple projects including developing budgets and commercial deals to support shared-risk and opportunities. The role works closely with marketing, ticketing and production across multiple projects, with a view to continuous audience and market development.

Key Functions of the Position

1. Commercial and Contemporary Program Development and Delivery

Major Actions

- Lead the curation and utilisation of The Joan’s key venues – the Q Theatre, Concert Hall, Mullins Studio, foyers, studio spaces and rooms, ensuring new opportunities and partnerships are secured.
- Plan and produce a viable high-quality program of commercial and creative activity including musical theatre, drama, comedy, contemporary and classical music and film with demonstrated audience appeal.
- Manage commercially significant venue hire and co-presentation projects to ensure the successful delivery of programs.
- Attract and secure new programming opportunities through a blend of venue hire, partnerships, buy-ins and self-presentation, and initiate, negotiate and assess proposals, contracts and budgets.
- In consultation with Venue and Presenter Services, contribute to the curation of The Joan’s booking calendar by assessing venue availability against product, identifying and prioritising opportunities for commercial and cultural return.
- Determine commercial arrangements with presenters, agents and promoters to ensure financially sustainable outcomes for the Centre.
- Coordinate projects using robust, proactive and contemporary project management methodology, controls, risk management and reporting to ensure projects meet the approved budget, scope and agreed expectations in accordance with PP&VA’s policies and procedures, including procurement, insurance and public liability requirements.
- Lead an innovative and creative approach to programming, researching sector trends and opportunities for general public audiences. Collaborate with colleagues and partners to generate innovative concepts and ideas and bring them to fruition.

2. Relationships, Negotiation and Brokering

Major Actions

- Develop new and maintain existing commercial and industry contacts for the purposes of attracting business to the Centre to meet financial targets and strategic goals.
- Negotiate deals, agreements and contracts with relevant artists, presenters, co-presenters’ promoters and agents to ensure projects are delivered according to requirements; whilst ensuring strong positive relationships with relevant internal and external stakeholders with a focus on maximising opportunities for engagement with The Joan.
- Maintain excellent client relationships and coordinate tenders, formal requests for quotations and calls for expressions of interest for program activities.

Key Functions of the Position

3. Reporting and Documentation

Major Actions

- Oversee the management of event documentation including artist and partnerships agreements; box office and marketing briefings; invoicing and payment processes and event briefings for technical, staging, logistical and servicing to maintain excellence in service delivery.
- Prepare program related information and reports for applications, submissions and acquittals including post-performance program evaluations for financial and audience reporting purposes.
- Deliver regular data and reporting including monthly KPI reporting, Board reporting, grant applications, project proposals and acquittals to a high level of timeliness and accuracy
- Utilise research, analysis and evaluation of information and well developed judgement and problem-solving skills to deliver continuous program improvement

4. Strategic Development

Major Actions

- Collaborate with the PP&VA Executive Leadership Team to ensure key objectives are met in the areas of venue utilisation; commercial activity; venue hire; advocacy and analysis; and sector capacity building.
- Research and analyse prospective commercial investments and prepare board papers for investment in commercial productions.
- Provide strategic advice and sound research related to the venue hire fees and charges and commercial arrangements of all venue hirers.
- Represent the organisation in industry forums, networks and advocacy groups. As well as attending events and performances interstate.
- Participate in project and people management; policy and strategy development; and community/stakeholder collaboration and engagement.
- Lead and participate in cross functional teams as required.

Performance Measures

- Venue utilization strategy completed and implemented in line with strategic KPIs.
- Retention and growth of commercial hirers in line with strategic KPIs.
- Increased programming income in line with strategic KPIs.
- Increased quality programming delivered through entrepreneurship, partnerships and proactive business agreements with promoters.
- Program is delivered of agreed quality, within set timeframes and budget parameters.
- Positive audience/stakeholder feedback is regularly obtained.
- Timeliness, accuracy and depth of data analysis, documentation and reporting
- Accuracy and timeliness of budgeting and financial reconciliations maintained or improved
- Team satisfaction and delivery levels maintained within safe and productive positive limits
- Visibly high level of cross-departmental cooperation
- Regular, documented and effective performance feedback to team members

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Significant knowledge and experience working in the national touring circuit, particularly in contemporary performance, with extensive national and international networks.
- A tertiary qualification in performing arts and/or arts management or extended professional experience in the performing arts industry, arts education and/or management.
- At least five years’ experience in producing successful programs with commercial and strategic outcomes in a comparable organisation.
- Current and active performing arts industry networks.
- Exemplary stakeholder relations and experience in negotiation at a high level.
- An understanding of working within a large, complex organisation, working collaboratively with programming, curatorial, technical, marketing and other internal teams.
- Leadership in an audience focused environment with responsibility for delivering outstanding experiences.
- Audience development and sales acumen.
- Sound financial, writing and project management skills.

Key Generic Functional Responsibilities

All shaded Key Result Areas are compulsory for every Position Description

1. Management and Leadership

Major Actions

- Ensure the implementation of PP&VA’s resolutions, policies and decisions
- Provide leadership and coordinate operations and performance
- Develop and maintain an appropriate Departmental structure that satisfies PP&VA requirements
- Provide organisational leadership and support
- Develop and maintain Service Plans for all assigned functions

Performance Measures

- Linkages between the Delivery Program, organisation’s resolutions, policies and decisions, and the responsibilities of groups and individuals are established
- Staff receive the req relevant uired information, consistent with their competencies and operational plans, and are both empowered and accountable for the implementation of resolutions, policies and decisions delegated to them
- Departmental outcomes reflect an established environment of motivation and staff development
- Staff performance and professional competence is continuously improved
- Business processes, product delivery and customer service are continuously improved
- Positive role modeling, effective communication and consultative decision making result in workplace change being embraced and resourced
- Service Specifications / Business Plans are current and accurate

Key Generic Functional Responsibilities

All shaded Key Result Areas are compulsory for every Position Description

2. People Management

Major Actions

- Undertake human resource planning
- Ensure practices provide for a discrimination free work place
- Provide career development opportunities
- Manage the performance of individuals

Performance Measures

- Departmental HR needs are determined and regularly reviewed within the current and anticipated business needs and budget
- Existing competencies of staff are compared with the business needs and alternatives to staffing needs and utilisation are developed
- EEO initiatives are developed and documented
- Appropriate action is taken if EEO breaches occur
- Equal access is established and implemented through training and opportunities
- Positive performance management processes are applied equitably to all staff
- All Departmental Employee Performance Planning and Reviews (EPPR) are completed and forwarded to CEO within designated timeframe
- Staff are encouraged to improve their work performance through regular feedback and self evaluation
- Staff are given the opportunity to take on challenges through task variety, task sharing and career development opportunities
- Grievance procedures are managed according to policy and procedure, and optimise the likelihood of positive outcomes

3. Financial Management

Major Actions

- Determine and report on financial implications of Policy and Procedure development
- Prepare and manage Departmental budget
- Analyse budget data, and identify and report on trends
- Manage PP&VA's assets held and Programs delivered

Performance Measures

- Revenue, expenditure and capital investment proposals are developed through consultative processes and take account of past experience, present trends and future expectations
- Realistic cost benefit and risk analyses/management plans are incorporated into all financial and artistic programming proposals
- Performance measures and tactics for monitoring financial processes and artistic and community outcomes are identified for each proposal
- Budget proposals comply with the organisation's values, policies, code of conduct, legal, artistic and ethical requirements and priorities
- Budget is developed and presented within designated timeframe
- Financial and cultural implications from policy development, legislative changes and investment proposals are documented and reported
- Financial and artistic documentation maintains accountability for expenditure of public monies
- The CEO is advised of variances outside 5%
- Identify, monitor and report on influences on expenditure and revenue
- PP&VA's assets are maintained and utilised to maximise effective operations

Key Generic Functional Responsibilities

All shaded Key Result Areas are compulsory for every Position Description

4. Corporate Governance

Major Actions

- Contribute to promoting a culture within the organisation that ensures adherence to Corporate Governance guidelines and principles
- Keep-abreast of development and trends in the arts industry, all 3 levels of government and business
- Provide assistance to the CEO and Board/Council delegate in case of an alleged breach of PP&VA's Code of Conduct

Performance Measures

- Standards of probity are developed and implemented covering the following:
 - Anti-discrimination
 - Principles of social justice
 - A quadruple bottom line (QBL) approach to decision-making, systems, processes and operations
 - Codes of conduct
 - Grievance, dispute, dismissal procedures
 - Protected disclosures
 - Complaints handling procedures
 - Privacy/confidentiality
 - Management of risk
 - Fraud control
 - Internal control and reporting
 - Work health and safety
 - Equal employment opportunity
- Breaches of acceptable standards are dealt with using established guidelines
- Keep abreast of contemporary issues raised by either Fair Work Australia, key arts industry bodies, ICAC, the NSW Ombudsman or other Government Agency
- No adverse comments are received with the level of assistance provided to the CEO and Board/Council delegate

5. Performance Planning

Major Actions

- Accountable for delivery of the assigned service activities, actions and budgets in the Delivery Program
- Contribute to the development, implementation, reporting and achievement of the Strategic and Business Plans and other plans and reports as required by the CEO, the PP&VA Board and key funding agencies.

Performance Measures

- Complete all organisational performance reporting requirements (monthly and six monthly review reports, Annual Report and Acquittal reports)
- Deliver service activities, actions and budget assigned in the Artistic Delivery Program
- Level of staff satisfaction with their involvement in and understanding of the Artistic Delivery Program
- Initiatives which increase opportunities for PP&VA are developed and documented
- Delivery of Plans and Reports as per agreed specification and timetable
- Activities and priorities are met
- Systems are established and managed which constantly evaluate and improve services provided
- Services developed are both contemporary in nature and provide a strategically sound reference for the future

Key Generic Functional Responsibilities

All shaded Key Result Areas are compulsory for every Position Description

6. Corporate Planning and Review

Major Actions

- Contribute to the development, implementation, reporting and achievement of the strategic Plan, Artistic Delivery Program and other plans and reports as required by the General Manager, the PP&VA and Local Government Act and Regulations

Performance Measures

- Complete all organisational performance reporting requirements (quarterly reports, six monthly reports, Annual Report and End of Term Report)
- Deliver service activities, actions and budget assigned in the Delivery Program

7. Communication and Customer Service

Major Actions

- Provide effective service to PP&VA customers, the community and internal staff
- Present a positive image of PP&VA
- Liaise and negotiate with the community, government/non-government agencies, other professional and PP&VA staff on a range of matters
- Effectively communicate in a range of forums on PP&VA’s objectives, activities and priorities

Performance Measures

- Customer needs are identified and confirmed, and appropriate actions taken
- Staff adhere to the Customer Service Charter
- Advice given to any forum is contemporary and within PP&VA guidelines

8. Work Health and Safety (WHS) and Injury Management (IM)

Major Actions

- Communicate WHS and IM policies
- Attend training as required and ensure completion of training by supervised staff
- Manage the procedural development and implementation of risk assessments and ensure they are reviewed in line with designated timeframes
- Manage 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 Measures

- WHS and IM policies and procedures are effectively communicated to all employees, contractors and volunteers and visitors are controlled at worksites
- All required training has been completed, including induction has been provided and completed for relevant personnel
- All supervised staff have completed required training
- WHS procedures are identified and complied with, setting an appropriate workplace example
- Risk assessment documentation is completed in line with legislative requirements, and risk assessments are reviewed at least annually or more frequently if required
- Risk control documentation is completed and records kept in accordance with PP&VA procedures
- Participation in consultation process is on record
- Record of supervised staff participation in consultation

Values and Behaviours

Penrith Performing & Visual Arts Ltd 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