

PRODUCER

POSITION DESCRIPTION

YOUR TITLE	PRODUCER	WHO YOU REPORT TO	ARTISTIC DIRECTOR
<p>OUR CORE PURPOSE: HotHouse Theatre incubates, makes and presents new Australian work, divergent in form and voice that speaks to our region and the nation. We invest in regional professional practice. We collaborate with artists, locally and nationally, to engage and inspire audiences. Through shared experiences, we stimulate the imagination of the region. We inspire insight into our humanity through creative interrogations that reflect the world around us, locally and nationally.</p>			
<p>WE VALUE</p>	<p>Creativity Curiosity Diversity Cultural Leadership Collaboration</p>	<p>OUR VALUES</p>	<p>Integrity Authenticity Respect Trust Courage</p>
<p>TYPE OF EMPLOYMENT</p>	<p>Full Time 38 hours per week plus additional hours as required from time to time. Some night and weekend work is required.</p>		
<p>CONTRACT TERM</p>	<p>24 months Commencing: OCTOBER 2024</p>		
<p>AWARD</p>	<p>Live Performance Award 2020 Level 10 – Production & Support Staff Level 8</p>		
<p>SALARY</p>	<p>\$80,000 pa + superannuation</p>		
<p>PRIMARY</p>	<p>HotHouse Theatre Gateway Island, WODONGA VIC</p>		
<p>KEY RELATIONSHIPS</p>	<p>Artistic Director, CEO, Business Manager, Venue & Technical Manager, Mkt Coordinator, Independent Artists, Tour Presenters & Companies,</p>		
<p>ABOUT THE ROLE</p>	<p>HotHouse Theatre produces and presents an annual artistic program, which includes four key streams of activity: Annual Production Season (including tours); Artist & New Work Development Programs; Creative Learning; and Community Engagement.</p> <p>The primary responsibility of the Producer is to manage and facilitate the logistic and producing requirements of our in-house productions, inbound and outbound touring shows, creative developments and events.</p> <p>The Producer also provides oversight for Artist Development programs and The GreenHouse National Artist Residency program in our Splitters Creek Farmhouse.</p> <p>The Producer is a senior member staff and is expected to take a leadership role within the company working closely with the Artistic Director and CEO.</p>		

KEY ACTIVITIES OF THE ROLE

Your responsibilities as a Producer include:

- Liaise with the Executive and other staff to manage the implementation and administration of the company programs and productions at a high level.
- Assist the Executive in the scheduling and budgeting of the annual season, artist development programs, creative learning and community engagement streams.
- Coordinate contracting processes between internal and external stakeholders
- In consultation with the Artistic Director and within agreed budgets, negotiate contracts with collaborators in the development and production of new work
- Negotiate with project teams to arrange appropriate venues/schedules
- Manage the licensing of all works within the artistic program including playscript and APRA licenses and payments.
- In consultation with the Artistic Director, manage the casting, coordination of touring inbound and outbound productions including accommodation, travel and allowances for the Artistic Program as necessary.
- Liaise with the Venue & Technical Manager regarding technical planning and troubleshooting for the artistic program and Front-of-House requirements for season shows and other artistic program events.
- Liaise with the Marketing Coordinator to effectively gather content, oversee management of event invites and promote artistic program activities
- Schedule debriefs, organise and oversee the documentation and archiving of production activities and deliver on reporting requirements.
- Assist the Artistic Director with other artistic projects as they arise.

PRODUCING

PRODUCTION MANAGEMENT

STAKEHOLDER ENGAGEMENT

- Coordinate, in collaboration with the Venue & Technical Manager, the creative and production teams on all in-house productions and events outputs.
- In consultation with the CEO and AD & Business Manager, develop, monitor and manage project budgets including tracking, expenditure and reconciliation.
- Drive the delivery of the physical production in service of the director's vision through collaboration with the creative team, stakeholders and suppliers.
- Collaborate with the Venue & Technical Manager to develop production schedules and deliverables, to ensure smooth delivery on time and within budget
- Attend rehearsals, production meetings and performances as necessary
- Oversee logistics of creative developments and readings of new works, and other events related to the artistic program. This includes forums, lectures, creative learning performances and launches.

- Be the primary contact for artists engaging with our events.
- Develop and maintain strong relationships with local Indigenous leaders and the Indigenous artistic community, in collaboration First Nations associate artists.
- Maintain communication with Wodonga and Albury Councils regarding events, programs and cultural relationships.
- Oversee the management of annual application and assessment processes for artist development programs and GreenHouse: National Artist Residency programs including the establishment of assessment panels of industry peers in consultation with the CEO and AD.
- Oversee management of calendar bookings for artist residency program and visiting artists including requirements and induction, contracting and general troubleshooting.
- Attendance at HotHouse and industry events, rehearsals, readings, workshops and performances as required (this will include after-hours commitments).
- Supervise Associate staff as required, providing oversight and mentorship as required.

SELECTION CRITERIA

KNOWLEDGE, EXPERIENCE & SKILLS (SELECTION CRITERIA)

You will be required to demonstrate the following competencies/skills:

- Intricate knowledge of theatre production process and delivery.
- Well-connected across the arts sector with a passion for the performing arts.
- Collaborative work practices with ability to negotiate and compromise.
- Initiative to solve workplace problems and contribute to workplace change.
- Efficiency to complete work on time with attention to detail in line with WHS guidelines
- A motivated leader of teams and team player.

WORK REQUIREMENTS

ESSENTIAL

- Working With Children’s Check.
- Drivers Licence

QUALIFICATIONS | INDUSTRY EXPERIENCE

- Minimum 5 years industry experience and/ or related training/qualifications

CODE OF CONDUCT

Available on interview.

BACKGROUND ON HOTHOUSE THEATRE

[HotHouse Theatre](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

TO APPLY

Applications close at 11:59pm on Monday, 30 September 2024.

Applications should be addressed to CEO, Terese Casu ceo@hothousetheatre.com.au
 Eligible applications must include Cover Letter, CV and Selection Criteria (3 pages max).