



EXECUTIVE PRODUCER
LUCY GUERIN INC
Ongoing Full-time Role

An introduction to Lucy Guerin Inc

Lucy Guerin Inc (LGI) is a contemporary dance company established in 2002. It makes a leading contribution to the cultural life of Melbourne and Australia through its highly acclaimed productions and supports risk and innovation as a means of extending dance as an art form. After 17 successful years, the Company has established itself locally and internationally at the forefront of contemporary dance practice. It has created an acclaimed repertoire of works that tour in Australia, Asia, the US and Europe and it has built a strong audience base.

Each year, Lucy Guerin Inc presents a range of new work including world premieres, tours of works in repertoire, creative development projects, and other models such as residencies and works-in-progress. A small team of core staff of 4 (Artistic Director, Executive Producer, Company Manager and Studio Producer) work with a range of contract artists, performers and production personnel to realise an ambitious program of the highest standard.

In November 2018 the Company relocated to a two studio premises in North Melbourne called WXYZ Studios.

THE ROLE

Reporting to the Artistic Director and the Lucy Guerin Inc Board, the Executive Producer plays an active and integral role in the success of Lucy Guerin Inc and its continuing leadership as a major, innovative, influential and internationally recognised contemporary performing arts company. The role provides a talented, passionate, creative and dynamic professional with the opportunity to directly advocate for, and contribute to, the growth of contemporary dance in Melbourne, Australia and beyond. The Executive Producer will support the Artistic Director, Board, dancers of the company and the broader local dance community to achieve their shared artistic and creative goals.

Key responsibilities

- Drive and sustain a flexible, nimble and robust organisational environment to support the business and creative objectives of the Company
- Maintain and expand public sector funding and grow private sector and philanthropic income streams with a view to building long-term relationships
- Develop, consolidate and manage local, national and international networks and leverage contacts, partnerships and relationships to support the successful delivery of LGI's business objectives
- Provide strategic advice on the organisation's positioning, policy and industry issues to the Artistic Director and Board
- Enable the company to achieve maximum productivity and output within budget
- Together with the Artistic Director, assist with the development and growth of the creative program
- Negotiate and develop contracts with artists, venues, festivals, co-presenters and funders, and take the lead in successfully producing LGI performances, programs and events nationally and internationally
- Represent and advocate for the organisation to the arts sector at events, performances, media and committees at both a state and national level, and play a leading relationship management role with key stakeholders
- Promote and market the company and its works, including the preparation of collateral and materials, to presenters and other stakeholders, often working closely with venues and third parties
- Author and acquit funding submissions to Local, State and Federal Government agencies and philanthropic trusts
- Develop corporate, business and output plans using performance measures and targets



- Service the board through the preparation of papers and ensure legal governance and compliance as an incorporated association
- Prepare and monitor the budgets and oversee the financial management and bookkeeping, including audit processes
- Manage and delegate responsibility to production and administration staff/consultants as required
- Manage the office and staff
- Other duties as may be reasonably required

Selection Criteria (essential)

- Significant experience at an equivalent level in similar roles in the contemporary or performing arts sector nationally or internationally, or a tertiary qualification in arts management
- Track record of success producing works, programs and projects of scope and scale
- Substantial experience in financial and budget management
- Knowledge of and passion for contemporary dance, cross-artform and interdisciplinary arts
- Highly efficient and effective, super-organised and reliable
- Impeccable communication and stakeholder relationship management skills
- Strong writing skills to author funding submissions, acquittals and other company documents
- Ability to prioritise tasks and thrive in a dynamic and changing environment
- Ability to work independently with initiative and also as part of a team
- Influential networks - both nationally and internationally and a demonstrated capacity to effectively manage and leverage key relationships to maximum effect
- Fastidious attention to detail
- Experience and desire for working within a small arts organisation
- Sense of humour

Selection Criteria (desirable)

- Experience producing internationally
- Knowledge of emerging models for funding and resourcing for projects and programs
- Marketing and communications experience, particularly arts related, and a solid understanding of social media and e-marketing
- Experience on, or working with, boards or committees of management
- IT expertise (Mac)
- XERO or similar financial/accounting software experience

Conditions of Employment

Salary: \$80,000 + superannuation

includes 4 weeks annual leave and up to 10 days sick/personal leave per annum

TO APPLY

Applications must include, in one PDF document emailed to michaela@lucyguerininc.com:

- A short cover letter
- 2 pages maximum responding to the key selection criteria and job description
- A CV that includes contact details for 2 current referees.

DEADLINE 5pm Tuesday 9th July 2019

NOTE Interviews will take place on 22nd and/or 23rd July 2019

START DATE 26th August 2019

Any queries please do not hesitate to contact

Michaela Coventry

Executive Producer

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