



POSITION DESCRIPTION

Role: Producer

Status: Full-time, ongoing

Salary: \$70,000 + 10% superannuation

Location: WXYZ Studios, North Melbourne

Applications close: Wednesday 12 May, 5pm (AEST)

Enquiries: Brendan O'Connell, Executive Producer

brendan@lucyguerininc.com or (03) 9329 4213

We are committed to equity and inclusion, and welcome applications from diverse communities, including Aboriginal and Torres Strait Islander, cultural and regional communities, and people with disability.

The Company

Lucy Guerin Inc (LGI) is a contemporary dance company based at WXYZ Studios in North Melbourne. Established in 2002, LGI 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 artform. Across its 19-year history, the company has established itself nationally and internationally as being at the forefront of contemporary dance practice through the creation of an acclaimed repertoire of works that regularly tour Australia, Asia, North America and Europe.

Each year LGI presents a range of new work and sector programs including world premieres, tours of works in repertoire, creative development projects, residencies, talks, and so much more; working with a range of high calibre artists, performers, and production personnel to realise an ambitious program of the highest standard.

WXYZ Studios is LGI's home base, and in the 2.5 years since opening has grown to become a thriving hub that supports the development of choreographers and dancers in Melbourne, and promotes dialogue and exchange with national and international artists.

The Role

The Producer plays an active and integral role in the success of LGI. The role provides a talented, passionate, creative, and dynamic arts professional with the opportunity to directly contribute to the growth of contemporary dance in Melbourne and beyond. The Producer consults with the Artistic Director, Executive Producer, dancers and artists of the company and the broader local dance community to achieve their creative goals.

The primary objectives of the role are driving the day-to-day producing of new LGI works (under the direction of the Executive Producer), and planning and delivering a suite of sector-focused activities at WXYZ Studios (in consultation with the Artistic Director). These programs aim to support the development of new dance works by independent artists and to offer skills development and opportunities for dialogue and critical thinking.

LGI achieves huge things with a small core team, who work closely and collaboratively to ensure the continued success of the organisation. WXYZ Studios is a busy hub of activity,

and this role is vital in delivering high quality projects that uphold LGI's reputation for excellence.

Attention to detail, proven planning skills, and ability to juggle multiple projects are all must-haves. You will often be the first point of contact for our stakeholders and the public, so being friendly and personable is essential.

As a representative of the company, we need someone with a professional attitude, a working knowledge of the Australian contemporary performing arts industry, and a good sense of humour. As for us, you can expect great conversation about art and ideas, the opportunity to grow professionally and expand your networks, and a welcoming and flexible working environment.

The position reports directly to the Executive Producer, while working closely alongside other members of the team (including the Artistic Director).

We are an Equal Opportunity Employer.

Duties and responsibilities

Producing / Program Management

- Drive the day-to-day producing of company performances, programs and activities, under the direction of the Executive Producer (EP)
- Devise and deliver a program of activities that support Melbourne's dance sector for WXYZ Studios (including, but not limited to, residencies, workshops, classes, talks, etc) in consultation with the Artistic Director (AD) and EP
- Coordinate selection of dance teachers and artists for professional classes
- Coordinate secondment, workshop, and residency submission processes and participant engagement
- Negotiate and draft relevant contracts, in consultation with the EP
- Prepare and monitor relevant project and program budgets, in consultation with the EP

Venue Management / Operations

- Support the coordination of studio hires at WXYZ Studios, including evening and weekend bookings
- Liaise with potential hirers of WXYZ Studios by phone, email, and in person

Strategy / Advocacy

- Support the AD and EP in the development of partnerships and networks that support LGI's strategic goals
- Drive and support company initiatives promoting diversity, equity and inclusion at LGI (e.g. Disability Action Plan)
- Represent, and advocate for, the company and Melbourne's independent dance sector at industry events, roundtables, etc as required
- Keep abreast of performances and showings in the local dance community

General

- Participate in planning via company meetings and strategic planning reviews
- Data collection and evaluation of projects and programs
- Support the development and acquittal of funding submissions to Local, State and Federal Government agencies and philanthropic trusts, in consultation with the EP
- Attend and contribute to Board meetings as required
- Be available to undertake work on evenings and weekends
- Other responsibilities as may be required of a Producer

Selection criteria

Essential experience

(you'll need these skills to succeed in the role)

- Experience working within a performing arts organisation, venue, or festival
- Producing and/or project management skills; experience in producing the development and creation of new work will be highly regarded
- Strong communication skills (written and verbal), and the ability to develop and sustain strong relationships with internal and external stakeholders
- Strong computer literacy, including familiarity with Microsoft Office suite
- Excellent time management with an ability to prioritise tasks, and thorough attention to detail
- Financial skills – accurately managing project or program budgets
- Experience in writing successful funding applications and acquittals
- Experience drafting and negotiating artist contracts
- An ability to work successfully as part of a team and independently
- A passion for, and knowledge of, the performing arts - with a specific interest in contemporary dance
- A willingness to learn, grow, and be adaptable within the role
- Flexibility to work evenings and weekends

Desirable experience

(while it would be nice to have some or all of these, we're willing to work with the right person to help develop these)

- Knowledge of LGI's works and history
- Experience in program/project evaluation (including data collection)
- Experience working in, or an understanding of, venue operations/production
- An interest in refining processes and procedures to enhance operations
- Possess a valid Australian drivers licence