

LGI / EXECUTIVE PRODUCER

Position Description

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. Please let us know if you would prefer to apply in a different format, or if there is any barrier for you in the job application process as stated.

Applications close: Wednesday 21 February 2024, 5pm (AEDT)

Enquiries: Brendan O'Connell, Executive Producer & Deputy CEO

brendan@lucyguerininc.com or (03) 9329 4213

Key Information

Annual salary	<ul style="list-style-type: none">• A salary range of \$95,000-\$100,000 plus superannuation.• Salary is negotiable, dependent on skills and experience.
Entitlements	<ul style="list-style-type: none">• 4 weeks' annual leave.• Up to 10 days sick/personal leave annually.
Benefits	<ul style="list-style-type: none">• Additional paid leave between Christmas and New Year (for office closure).• Tickets to Company projects and, when available, other industry events.• Reimbursement of monthly phone bill (50%).• Professional development opportunities based on requirements of the role.
Hours of work	<ul style="list-style-type: none">• This is a full-time role.• Standard work hours are Monday to Friday, 10am-6pm, with a paid 30-minute lunch break.• There is a need for flexibility to work varied hours in response to the organisation's activities, including evenings and weekends.
Employment term	<ul style="list-style-type: none">• This is a 3-year contract and is renewable (subject to funding outcomes and organisational strategy).• The contract is subject to successful completion of a 6-month probation period.
Work location	<ul style="list-style-type: none">• The position is based at LGI's WXYZ Studios in North Melbourne.• Travel outside Melbourne, including internationally, will be required.• Working from home is managed in accordance with Company policy, noting the in-person nature of most LGI activities and a highly collaborative organisational culture.
Reports to	<ul style="list-style-type: none">• The role reports to the Artistic Director/CEO, with an indirect reporting line to the Board of Directors.
Collaborates with	<ul style="list-style-type: none">• The role works cooperatively with a variety of internal and external stakeholders, including Producer, Office & Program Coordinator, Studio Coordinator, Bookkeeper, Board of Directors, dancers, creatives, teachers, contractors, volunteers.
Interviews	<ul style="list-style-type: none">• Interviews will be held between Tuesday 27 February-Friday 1 March (mornings), via Zoom. Each interview will run 40-50 minutes.• Selected candidates may be invited for a follow-up interview on Wednesday 6 March-Thursday 7 March, in person at WXYZ Studios.
Preferred start date	<ul style="list-style-type: none">• Monday 8 April 2024 (negotiable)

Duties & Responsibilities

Producing / Touring

- With the Artistic Director/CEO, assist the development and growth of the creative program.
- Negotiate and develop contracts with artists, venues, festivals, co-presenters, and funders.
- Oversee the development and producing of Company performances, programs, and events nationally and internationally.
- Produce national and international tours, and represent the Company at arts markets and other industry events.
- Oversee the promotion and marketing of the Company and its works to presenters and other stakeholders, often working closely with venues and third parties.

Strategy / Advocacy

- Develop, consolidate, and manage local, national, and international networks and leverage contacts, partnerships, and relationships to support the successful delivery of the Company's business and strategic objectives.
- Provide strategic advice on the Company's positioning, policy and industry issues to the Artistic Director/CEO and Board of Directors.
- Represent and advocate for the Company 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.

Management / Operations

- Develop business and output plans using performance measures and targets.
- Prepare and monitor budgets and oversee the Company's financial management and bookkeeping, including audit processes.
- Manage permanent staff – Producer, Office & Program Coordinator, Studio Coordinator.

Funding, Fundraising, Development

- Maintain and expand public sector funding and grow private sector and philanthropic income streams with a view to building long-term relationships.
- Author and acquit funding submissions to local, state and federal government agencies and philanthropic trusts.

Governance

- Service the board through the preparation of papers and ensure legal governance and compliance as an incorporated association.