

Executive Producer & co-CEO

Overview

The Executive Producer is the co-CEO of Lucy Guerin Inc (LGI), working closely with the Artistic Director/co-CEO to lead the organisation and ensure its ongoing success. This senior role is responsible for managing key internal and external relationships across the national and international arts sectors, and plays a pivotal role in delivering LGI's strategic and artistic goals.

This senior leadership role oversees operations, touring and producing activity, financial management, organisational development and key external relationships. The Executive Producer/co-CEO plays a central role in delivering LGI's strategic priorities and ensuring the company remains connected, visible and influential nationally and internationally.

Key Responsibilities

Development

- Lead the growth and diversification of LGI's income across public funding, philanthropy, individual giving and private sector sponsors.
- Build and maintain long-term relationships with funding bodies, philanthropic organisations and aligned partners.
- Oversee the preparation and submission of funding applications and proposals, ensuring alignment with LGI's strategic objectives.
- Ensure accurate reporting, acquittals and relationship management across all funding streams.
- Identify and pursue opportunities to support LGI's creative program, touring, sector development and organisational sustainability.

Finance

- Lead the development of annual budgets and multi-year financial forecasts.
- Monitor organisational and project budgets, ensuring financial accountability and alignment with strategic priorities.
- Authorise expenditure in line with approved budgets and delegations.
- Work closely with the Treasurer to review financial performance, compliance and risk.
- Prepare and present regular financial and risk reports to the Artistic Director/co-CEO and Board.
- Oversee bookkeeping, payroll and annual financial reporting, including audit processes.
- Ensure effective financial systems, controls and cashflow management are in place.

Producing / Touring

- Work with the Artistic Director/co-CEO to plan and deliver LGI's creative projects and programs.
- Oversee producing and delivery of performances, programs and events in Australia and internationally.
- Lead national and international touring activity, including contracting, logistics, staffing, budgeting and artist care.
- Oversee contract negotiations with artists, presenters, venues, festivals and partners.
- Represent LGI at key arts markets and international forums.
- Position and promote LGI's work to presenters and industry stakeholders.
- Ensure appropriate data collection and reporting across programs and projects.

Strategy / Advocacy

- Build and maintain strong local, national and international networks to support LGI's profile and influence.
- Identify and develop strategic partnerships and collaboration opportunities.

- Provide strategic advice to the Artistic Director/co-CEO and Board on sector trends, policy and advocacy priorities.
- Represent LGI at sector forums, consultations and industry events.
- Champion LGI's artistic vision, values and contribution to the contemporary dance sector.

Business Management

- Lead the day-to-day operations of the organisation.
- Develop and implement annual business and operational plans.
- Provide leadership and line management to permanent staff, supporting a positive and effective workplace culture.
- Oversee HR processes including recruitment, performance management and staff wellbeing.
- Ensure compliance with employment, WHS and organisational policies.
- Contribute to organisational planning and continuous improvement processes.

Operations

- Oversee internal systems and workflows to support effective communication and delivery.
- Support the development and oversight of digital systems, including CRM and project management tools.
- Oversee facilities and venue operations at WXYZ Studios, ensuring safe, functional and welcoming spaces.

Governance

- Support the Board through preparation of meeting papers, reports and documentation.
- Ensure compliance with legal, regulatory and reporting obligations.
- Facilitate effective communication between the Board, Executive and staff.
- Support Board induction, development and governance review processes.
- Assist with the organisation of Board meetings and the AGM.