

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Producer, Learning & Engagement
<b>REPORTS TO</b>	Director of Learning & Engagement
<b>TERM</b>	Fixed Term 2 Years

### PURPOSE OF THE POSITION

To take responsibility for the successful end-to-end management and delivery of the ACO's Early Years & Family productions and other community and audience engagement activities as required.

### ABOUT THE ACO

Led by its charismatic Artistic Director, Richard Tognetti AO, the Australian Chamber Orchestra is Australia's most dynamic performing arts organisation. Renowned world-wide for its inspired and courageous programming and unrivalled performances, the ACO collaborates with an extraordinary range of artists including the world's leading performers, cinematographers, visual artists and writers. In early 2022, the ACO will move to its new, purpose-built home on Pier 2/3 in Sydney's Walsh Bay Arts Precinct, which will create exciting new community engagement and collaborative opportunities for the company.

### ABOUT THE POSITION

The Producer, Learning & Engagement is responsible for the effective management and delivery of productions and projects that are part of the ACO's broad Learning & Engagement Program. The Program currently comprises three core streams of activity:

- Talent Development for the best young and emerging musicians across the country;
- Early Years music experiences for children and families; and
- Community Engagement with a diverse range of communities.

The focus of this role is producing the ACO's world-class early years and family productions, including national tours, but will also include producing responsibilities for other ACO community and audience engagement projects such as talks and continuing education programs, relaxed performances, and diversity, access and inclusion initiatives. The Producer will work closely with the Director of Learning & Engagement and Director of Artistic Planning to achieve the ACO's vision of creating a stimulating and diverse program of work within the learning and audience engagement space. The Producer will provide end-to-end management of projects through to a successful completion including generating budgets, modelling revenue options, negotiating contracts, overseeing creative development workshops and rehearsals, managing artistic and production crew, and project managing the delivery of productions and tours.

### DUTIES AND RESPONSIBILITIES

#### 1. Producing, Project Management & Delivery

Working closely with the Director of Learning & Engagement and other key internal stakeholders (including Director of Artistic Operations and the Director of Artistic Planning), you will take responsibility for the end-to-end management and delivery of program activities and productions, including:

- 1.1. preparing business cases and budgets for program activities and new initiatives, collaborating closely with the wider ACO team to ensure all projects and productions achieve budget and objectives;
- 1.2. forward planning and scheduling of performance seasons, tours and other activities, ensuring coherence with wider ACO programming and scheduling;
- 1.3. managing relationships with artistic collaborators and partners, venues, performers, and production crew;
- 1.4. negotiating deals and contracts with artists, agents, publishers, presenters and project partners, ensuring all matters are agreed and accurately recorded;
- 1.5. managing, rostering and contracting casual musicians and performers, production crew, and other contractors for productions and projects;

- 1.6. managing the operational delivery of all activities, including production and technical oversight, preparing and distributing schedules and rosters, ensuring that all information is communicated to operational and venue staff;
- 1.7. managing the delivery of touring productions, including developing tour schedules, venue liaison and travel logistics (flights, accommodation, freight);
- 1.8. overseeing risk management, COVID safe planning and Working with Children compliance for all activities; and
- 1.9. documentation and reporting of program activities, including preparing evaluation surveys, collating quotes, photographs and media, budget reconciliation, and funding acquittals as required.

## **2. Budget Management**

The Producer, Learning & Engagement will be required to:

- 2.1. work closely with the Director of Learning & Engagement and other internal stakeholders to scope and prepare project budgets and business cases, ensuring alignment with overall Company budgets;
- 2.2. work closely with Philanthropy & Partnerships staff to provide input into government, sponsorship and philanthropic funding applications and acquittals; and
- 2.3. successfully manage, track and acquit project budgets, including reconciliation of actuals using online reporting systems, setting up new suppliers, and issuing, processing and tracking invoices.

## **3. Marketing & Publicity**

The Producer, Learning & Engagement will be required to work closely with the ACO marketing and communications team to:

- 3.1. provide expert input into the development of marketing & publicity campaigns and to ensure implementation is coordinated with all stakeholders;
- 3.2. work with marketing and box office team to ensure maximum revenue is reached (where relevant), adapting and responding to ticket sales; and
- 3.3. have oversight of website pages, social media and digital content for productions and projects.

## **4. Other**

- 4.1. Undertake training in Child Safety, First Aid, Anaphylaxis, and Disability Awareness;
- 4.2. Undertake training on WHS, manual handling and other training as required;
- 4.3. Some manual handling of musical instruments and other orchestral and musical production equipment is required; and
- 4.4. Other duties as required.

## **KEY RELATIONSHIPS**

The Producer, Learning & Engagement is required to develop excellent working relationships within the Learning & Engagement team, across the whole organisation, and with external stakeholders, to successfully implement activities. Key relationships include:

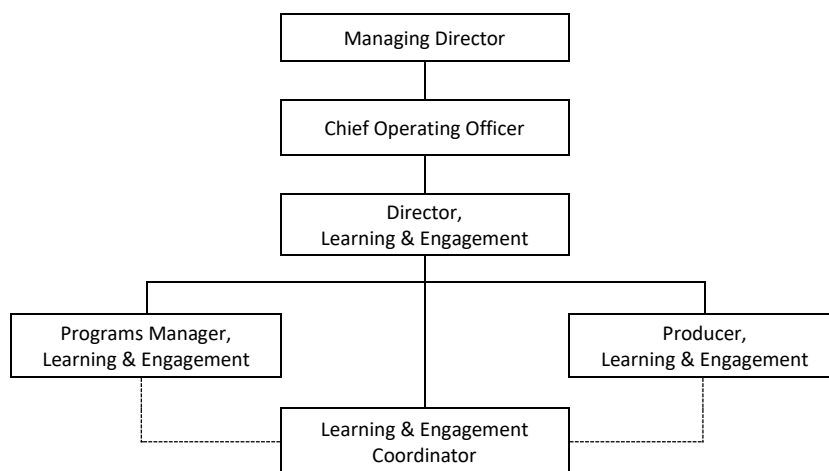
### **Internal**

- Chief Operating Officer
- Director of Learning & Engagement & team
- Director of Artistic Planning
- Director of Artistic Operations & their team
- Director of Market Development & their team
- Director of Philanthropy & Partnerships & their team
- ACO core musicians

### **External**

- Partner organisations & artistic collaborators
- Contract staff, including production staff & crew
- Arts on Tour (touring partner)
- Presenters & venues (regional and metro)
- ACO Emerging Artists (current and previous) & other casual musicians

## REPORTING LINES



## TERMS

This position is a fixed term position based in the ACO's office in Sydney, with the usual working hours of 9am – 5.30pm, Monday to Friday. The ACO supports opportunities for employees to achieve a balance in their work and home lives. We provide our employees with the flexible option to work from home where appropriate.

Please note that working hours for this position can be irregular due to the nature of the Learning & Engagement Program activities and the performance schedule of the Orchestra, with evening and weekend work and regional / interstate travel required from time to time.

Due to the nature of this position, the successful applicant will also need to successfully complete Working with Children Checks.

## POSITION REQUIREMENTS

The successful applicant will meet the following position requirements:

### Skills & Experience:

- At least 5-years' experience working in performing arts producing and / or project management and event delivery
- Strong production experience in the management and delivery of performing arts productions
- Superior organisational and time management skills, with demonstrable experience in managing multiple projects and competing priorities
- Exemplary people management skills – including experience in successfully building strong relationships with artists, internal and external stakeholders
- Experience successfully preparing, managing and reporting on project budgets
- Highly competent written and spoken communication skills
- Excellent attention to detail
- Ability to problem-solve in stressful and complex situations
- Computer literacy including advanced competence in MS Excel and database experience
- A current driver's license (ability to drive manual vehicle an advantage)

### Advantageous Qualifications & Experience:

- Performing arts touring experience
- Musical literacy
- Experience working with classical musicians

### Attitudes:

- A passion for working with a dynamic performing arts organisation in the area of music, children & families, audience and community engagement
- A kind, collaborative, team player who does not compromise on personal responsibility
- Enthusiasm, initiative, self-motivation and self-discipline

**DIVERSITY & INCLUSION**

The ACO is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+) people.

**COVID-19 VACCINATION REQUIREMENT**

ACO's view is that vaccines are an effective tool for protecting people against COVID-19. To minimise the risk of exposure to COVID-19 in the workplace, ACO currently requires that all employees who are able to receive a COVID-19 vaccine are fully vaccinated against COVID-19.