

Position Description - Executive Producer

Initial Contract Period	12 months
Commencement	April 2019
Weekly Hours	0.8 or 1.0 EFT (as negotiated)
Salary	\$74,000 - \$79,000 pro rata based on experience plus superannuation
Reports to	PABL Board of Management
PD Updated	January 2019

Overview

Phillip Adams BalletLab (PABL) is a provocative and seminal dance company making vital contributions to Australian contemporary dance and interdisciplinary practice. PABL has championed the invention and evolution of contemporary art and performance, and extended dance practice through collaborative processes in hybrid forms. In 2019 PABL will be supported by recurrent funding from Creative Victoria and the City of Port Phillip, asset and infrastructure development funding from Creative Victoria and project funding from the Australia Council to deliver a diverse program of artistic works to celebrate its 20th anniversary year.

Since 2016, PABL has been company in residence in Temperance Hall, a recently renewed artist hub in South Melbourne supporting experimental and risk taking contemporary practice, where PABL curates, collaborates and programs the cultural offerings at Temperance Hall.

Position Purpose

The Executive Producer (EP) delivers production, business, communication and budget-management functions for the Phillip Adams BalletLab (PABL) company and Temperance Hall (TH) venue.

Accountability

The EP provides a key leadership role in producing the artistic program, developing the strategy and business plans, and managing pursuit of multiple funding streams. The EP works closely with the Artistic Director (AD) and staff to strategically develop the company artistically, entrepreneurially and fiscally to deliver against PABL's mission, vision and objectives and TH's overall venue management needs. The EP represents the company to key stakeholders across cultural, government and business sectors in Australia and internationally to maximise the company's profile and support.

Duties

- **Producing** – Scope and deliver projects over the forward two year cycle outlined in the Strategic Plan and Artistic Program across budget, workforce, communication and operational needs.
- **Strategy and Planning** – Annual review and update of rolling four-year Strategy and accompanying business plan and artistic program in conjunction with AD and Board.

- **Development and Fundraising** – Deliver company Development Plan scoping funding options and targets across government, private trusts and individuals to achieve financially viable outcomes. Work with AD, Board and staff to manage pursuits.
- **Business Management** – Develop and manage annual company budget over the forward two year cycle. Manage staff and workforce needs across 1-2 direct reports, interns and multiple contractors on artistic projects.
- **Governance** – Manage Board and subcommittee requirements across financial management, reporting, risk management, OHS and regulatory requirements.
- **Marketing and Public Relations** – Develop and implement an annual marketing plan including branding planning.
- **Stakeholder Management** – Work with AD, Board and staff to manage relationships with presenting partners, funding bodies and potential donors. The role involves some national and international travel to deliver and maintain key relationships and programs.

Key Selection Criteria

- Established knowledge of the creative industries and dance sector/s relating to practitioners, funding opportunities and the development environment.
- Demonstrated experience in producing successful grant and funding applications, knowledge of the funding environment and cycles and an understanding of the development approach across sponsorship, philanthropic trusts, foundations and donors.
- Demonstrated understanding of Not-For-Profit Board and governance requirements, and knowledge of relevant legislation, regulations, standards and best practice.
- Demonstrated experience in producing, staging and presenting creative works.
- Demonstrated experience in business management and budget management relevant to the creative industries sector.
- Demonstrated skills in relationship management, influencing, negotiating, consulting and communicating, both oral and written, on complex issues.
- Ability to work within an artistic environment and manage sensitive and complex matters and provide robust advice.
- Demonstrated high level interpersonal, representation and communication skills, including the ability to collaborate, influence and negotiate effectively at all levels and a proven capacity to develop effective relationships with a range of stakeholders.
- Graduate degree in a related discipline or equivalent is desirable.

Applications close **5pm Friday 8 February 2019**. Applicants must be available for interview the week commencing **18 February 2019**. Please forward your application in one pdf document to admin@balletlab.com with the subject line: **Confidential EP APPLICATION**. Your application must include

- **Cover letter**
- **2 page (maximum) response to the Key Selection Criteria**
- **CV**

For further information please contact Chair of the BalletLab Board, Phoebe Dunn phoebedunn@hotmail.com to arrange a time for a phone conversation.