

POSITION DESCRIPTION: ASSOCIATE PRODUCER

PERIOD OF POSITION:	Contracted period from 16 July 2018 to 30 June 2019
WEEKLY HOURS:	0.6 EFT (three days per week)
SALARY RANGE:	\$55k plus superannuation pro rata
LEAVE:	4 weeks annual leave and up to ten days sick/personal leave per annum
REPORTS TO:	PABL Executive Producer

This is a guide to the nature of the work required. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

ABOUT THE COMPANY

Established in 1998, Phillip Adams BalletLab (PABL) has achieved over 19 years of acclaimed dance, performance and arts practice cultivated through Phillip Adam's unique vision. We actively foster relationships with leading artists and organisations to leverage projects between performance and museum/gallery contexts. Temperance Hall is Phillip Adams BalletLab's new headquarters and stunning interdisciplinary art and performance complex in South Melbourne. Our late 19th century building, built by the Emerald Hill Total Abstinence Society, has a rich social and political history. The spaces retain this charm in newly renovated multi-purpose spaces where Phillip Adams, along with a plethora of independent artists and other small companies, push their practices and make bold new work.

OVERVIEW OF THE ROLE

The Associate Producer (AP) is a part-time position designed to support the Company's profile by driving marketing and communications and assisting in the delivery of the Company's annual program. The AP focuses on venue and facilities management of Temperance Hall; marketing and communications of the PABL/TH brand and works to support the Company's year-round program. The AP plays a key role in providing support to the Artistic Director (AD), Executive Producer (EP) and the PABL Board, to achieve the company's mission, vision and objectives. The AP is an active and contributing member of this dynamic team and represents PABL to its many stakeholders across cultural, government and business circles in Australia and internationally. They are a visible and active advocate for the company in many forums.

The AP position is designed to deliver a number of specific producing and operational tasks including the coordination of marketing and communications, overseeing TH specific relationship management, risk management, facilities planning and maintenance and by supporting company finance procedures in conjunction with the EP. They assist with the planning and coordination of marketing and communications including local community campaigns, website updates, e-news and communications via social media channels. The AP contributes to the company's artistic program by assisting with event management, delivery and evaluation of events in conjunction with the EP and AD. The AP helps shape and drive marketing planning and will focus on integrating new CRM system Zoho Plus including mailing lists and databases, website and social media channels; linking all marketing, communications and donor/audience/development activities, enabling the collection of statistical data. The AP helps recruit and manage volunteers and interns, working with other contractors as required.

The AP contributes to decisions and direction across the company team and Board. Jointly, the team work to balance PABL's artistic programs and ambitions with effective management and decision-making, strategic thinking and tactical, pragmatic implementation.

KEY RESPONSIBILITIES

Operations and administration

- Assist in administering the organisation in accordance with policies and procedures as required.
- Manage all aspects of venue specific bookings and external hires including, managing enquires and communications with external hirers, overseeing hire agreements and payment procedures.
- Oversee building maintenance and manage/liaise with suppliers as required.
- Act as key contact with landlords Working Heritage ensuring efficient and effective communications and timely reporting of required venue reports/documentation as required.
- Manage all risk processes and procedures in conjunction with risk advisor and in consultation with the EP.
- Assist with the management of the office including disseminating information, managing general enquiries, maintaining contact lists, ordering office supplies and managing issues as required.
- Contribute to maintaining the annual project schedule.
- Contribute to the management of technology requirements including liaising with service providers when necessary.
- Liaise with various arts industry stakeholders including funding bodies, presenters and artists as required.
- Participate in other duties as may be reasonably required by the AD and EP.

Marketing and Communications

- Contribute to the development and lead the implementation of the annual marketing plan in consultation with the EP.
- Coordinate the marketing of all programs and production of marketing collateral to reach target markets.
- Maintain PABL's digital presence including social media platforms and ensure that project media files are collated and archived.
- Integrate PABL's digital presence and customer data information across existing platforms, programs and functions.
- Compile content for regular communications including managing e-news software and campaigns.
- Liaison with the company design partners including timely briefing, production and delivery of collateral.
- Coordinate public relations activities in conjunction with staff and or contracted providers.
- Contribute to the management of events including assisting at opening nights, launches, donor events and other.
- Maintain mailing lists in the company database and continue to build the subscriber base.
- Represent the company in arts industry contexts, at arts markets or on tour if required.

Financial

- Prepare and code accounts payable and receivable for the book keeper.
- Provide a monthly venue report for the Board and landlords Working Heritage for use on reporting as required.
- Collate all credit card receipts, code, process and file.
- Contribute to the management of financial records in conjunction with the EP.
- Assist the EP maintaining and monitoring funding contract obligations, including contributing to acquittals and reports.

Governance

- Attend Board and subcommittee (Artistic, Finance and Governance and Venue) meetings as required and minute whenever viable.
- Disseminate information to the Board as advised by the EP when required.
- Arrange catering for board meetings as required.
- Assist in the development of the annual strategic planning cycle and assist in the coordination of the annual strategic planning meeting.
- Contribute to the preparation of annual reports and other documentation as required.
- Assist the EP to ensure annual reporting requirements are met with all federal and state bodies including ACNC, ROCO and Consumer Affairs.

Project Management and Producing

- Provide creative, logistical and financial expertise and support to the EP and AD to ensure successful project management of all programs.
- Help identify potential producing opportunities in the wider performing arts sector, including people, points of innovation and new resources.

- Draft and circulate contact sheets as required.
- Assist with ensuring quality video and photographic documentation is recorded for all projects and filed accordingly.
- Assist manage invite lists, bookings and ticketing when required.
- Prepare required signage, artist statements, program and other collateral.
- Assist the EP with the coordination all touring requirements such as travel, accommodation, visas, work permits, tour booklets for the touring team for national and international tours, working with external tour managers as required.
- Contribute to the management of evaluation, feedback and statistics.

SELECTION CRITERIA AND HOW TO APPLY

Required skills and experience

- Previous experience in a similar role encompassing administration, marketing, communications and project coordination.
- An understanding of and commitment to contemporary performing arts practice, and a desire to be involved in supporting artists and producing new artistic product for festivals, galleries, theatres and other sites of encounter.
- Knowledge of the performing, visual/live arts sectors and an understanding of current issues affecting contemporary Australian arts.
- Computer proficiency (MS Office, basic design programs, database and web platforms)
- Understanding of budgeting, financial administration and account management principles.
- Understanding of strategic marketing including competency in various digital platforms.
- Tertiary qualifications in a relevant discipline.

Key selection criteria

- Excellent written and verbal communication skills.
- Strong project management skills and demonstrated resourcefulness.
- An ability to work both independently with initiative and effectively as part of a team.
- Demonstrated experience with web platforms and social media.
- A commitment to flexible working hours and available to travel nationally as needed.

TO APPLY

Applications must include, in one PDF document:

- A short cover letter outlining why you'd like to work with Phillip Adams BalletLab;
- A two-page document (maximum) responding to the 5 key selection criteria;
- A CV that includes contact details for 2 current referees.

APPLICATIONS CLOSE 5PM, WEDNESDAY 4 JULY 2018.

Candidates moving to interview will be notified by **Friday 6 July**.

Applicants must be available for interviews on **Tuesday 10 July 2018**.

Applications will ONLY be accepted via email, sent to **admin@balletlab.com**

Enquiries about the position can be directed to Executive Producer, Kristy Ayre
kristy@balletlab.com or 03 9645 9937