

## POSITION DESCRIPTION

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| <b>POSITION TITLE</b> | Producer, Children, Families & Communities |
| <b>REPORTS TO</b>     | Director of Learning & Engagement          |
| <b>TERM</b>           | Full-time, permanent                       |

### PURPOSE OF THE ROLE

To take responsibility for the successful end-to-end management and delivery of ACO Family productions, performances and tours, and other community and audience engagement activities at Pier 2/3.

### ABOUT THE ACO

Led by its charismatic Artistic Director, Richard Tognetti AO, the Australian Chamber Orchestra (ACO) 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 soloists, contemporary musicians, cinematographers, and visual artists.

The ACO are based at their award-winning purpose-built home on Pier 2/3 in Sydney's Walsh Bay Arts Precinct. The venue includes a 275-seat performance space, rehearsal rooms, media suite and event space - an exciting new home for performance, presentation, collaboration and community engagement.

### ABOUT THE POSITION

The **Producer, Children, Families & Communities** is responsible for the effective management and delivery of productions and projects that form part of the ACO's national Learning & Engagement Program. The broader program currently comprises three core streams of activity:

- **talent development** for the best young and emerging musicians across the country;
- high quality **early years music experiences** for children and families; and
- **community engagement** with a diverse range of audiences, groups and communities.

The Producer will work closely with the Director of Learning & Engagement to achieve the ACO's vision of creating a stimulating and diverse program of performances and experiences which develop, grow, and engage with a broad array of audiences. The focus of the role is producing the ACO's world-class ACO Families productions (including national tours) but will also include responsibilities for developing and delivering other community and audience engagement projects including relaxed performances, and other diversity, access and inclusion initiatives.

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, the Producer will take responsibility for the end-to-end management and delivery of productions, tours, performances, and activities, including:

- 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;
- forward planning and scheduling of performance seasons, tours and other activities, ensuring coherence with wider ACO programming and scheduling;
- managing relationships with artistic collaborators and partners, venues, performers, and production crew;

- negotiating deals and contracts with artists, agents, publishers, presenters and project partners, ensuring all matters are agreed and accurately recorded;
- managing, rostering and contracting casual musicians and performers, production crew, and other contractors for productions and projects;
- 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;
- managing the delivery of touring productions, including developing tour schedules, venue liaison and travel logistics (flights, accommodation, freight);
- overseeing risk management, COVID safe planning and Working with Children compliance; and
- 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 will be required to:

- Scope and prepare project budgets and business cases, ensuring alignment with overall Company budgets;
- work closely with philanthropy & partnerships teams to provide input into government, sponsorship and philanthropic funding applications and acquittals; and
- 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 will be required to work closely with the ACO marketing and communications team to:

- provide expert input into the development of marketing & publicity campaigns and to ensure implementation is coordinated with all stakeholders;
- work with marketing and box office team to budget and build ticketed events, ensuring maximum revenue is reached by adapting and responding to ticket sales; and
- have oversight of website pages, social media and digital content for productions and projects.

## 4. Other

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

## 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 and 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

## KEY RELATIONSHIPS

The Producer, Children, Families & Communities 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:

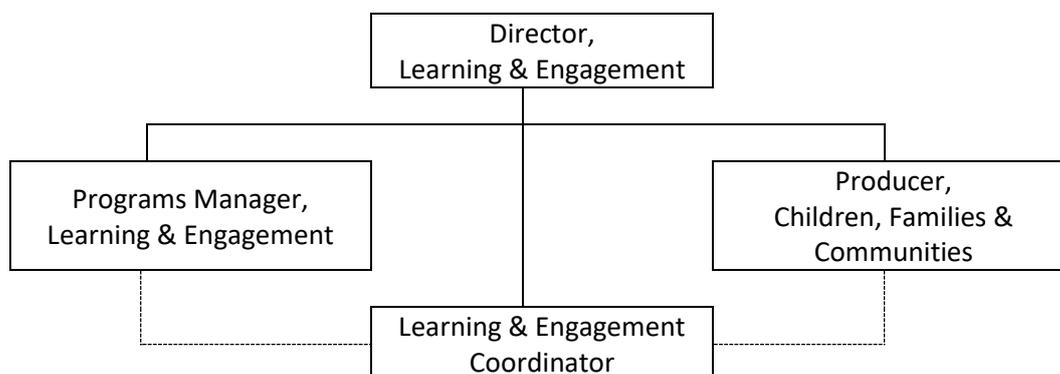
### Internal

- Director of Learning & Engagement
- Learning & Engagement Programs Manager & Coordinator
- Chief Operating Officer
- Director of Artistic Planning
- Director of Artistic Operations & their team
- Director of Marketing & their team
- Director of Philanthropy & their team
- Pier 2/3 Venue & Production team
- ACO core musicians

### External

- Artistic collaborators including script writers, composers, directors, choreographers etc
- 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 full-time, permanent position based in the ACO's office in Sydney, with the usual working hours of 9am – 5.30pm, Monday to Friday. 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.

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.

## 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.