

## **Producer, MAPS for Artists (P/T 21 hours per week)**

### **PURPOSE OF MAPS FOR ARTISTS**

MAPS for Artists, a collaboration between Metro Arts and Brisbane Powerhouse, is a management and producing service that enables Queensland-based independent theatre and dance practitioners to be better managed and supported to create new work, and to more effectively access national and international markets.

### **REPORTING RELATIONSHIP**

This is a job share position and reports to the MAPS Management Group which is made up of representatives from both Metro Arts and Brisbane Powerhouse. The Producers for MAPS for Artists work together to provide executive producing, management and administrative support to identified independent dance and theatre artists (companies, groups and/or individuals) in Queensland in accordance with artists' annual plans and the MAPS Operational Plan.

### **KEY FUNCTIONS OF POSITION**

1. To work in collaboration in a job share arrangement to:
  - a. Develop and manage MAPS for Artists program.
  - b. Provide producing, administration and management assistance and guidance to selected independent dance and theatre artists to enable them to produce performing arts events to the highest artistic and technical standards.
  - c. Work with the MAPS artists to identify goals and strategies for their artistic practice and develop realistic project plans and timeframes for the realization of those goals.
  - d. Assist MAPS artists with financial management including control and monitor income and expenditure and acquit individual project budgets to ensure projects run to budget.
  - e. Assist MAPS artists to identify sources of funds and prepare submissions, grant applications, acquittals and reports for programs.
  - f. Assist MAPS artists with marketing and publicizing themselves for the purpose of raising their profiles and that of their work.
2. Develop and maintain relationships with relevant local, national and international companies, organisations, individuals, festivals, government agencies and funding bodies and assist MAPS artists to optimize these relationships in order to effectively access national and international markets for new work.
3. Keep abreast of the latest arts developments locally, nationally and internationally.
4. Adhere to any policies established by the MAPS Management Group.
5. Comply with and implement applicable legislation, codes and policies including anti-discrimination, EEO and workplace health and safety legislation.

### **MINIMUM QUALIFICATIONS**

Tertiary qualifications in an arts related discipline would be an advantage. A detailed knowledge of performance making is essential.

Applicants with experience in working with artists to produce new work, managing regional and national touring and an understanding of and contacts with international performing arts presenters will be highly regarded.

### **TERMS AND CONDITIONS**

This position is part-time at 21 hours per week (to be negotiated) which, as a job-share, makes one full-time equivalent position to deliver the MAPS for Artists program. Salary (fulltime equivalent) is 50-60K per year (pro-rata) + statutory superannuation (in accordance with skills and experience).

### **SKILLS AND EXPERIENCE**

1. Ability to produce and manage artists at a professional level.
2. Ability to prepare, manage and monitor budgets and prepare sensitivity analysis on productions.
3. Ability to develop, manage and coordinate productions, and projects across a variety of performing arts.
4. Ability to identify sources of funds and prepare submissions and grant applications for events and/or artists.
5. Ability to undertake, organise and prioritise multiple and complex projects from initial stages through to completion, including a thorough knowledge of commissioning, producing and touring of new work.
6. Skills in marketing and selling performance product.
7. Highly developed oral and written communication skills.
8. Ability to work under pressure, prioritize tasks and meet deadlines.
9. Ability to work independently and take responsibility and also to work as a member of a small team.
10. Excellent computer skills, including proven proficiency with Microsoft Outlook and Excel and Word.

### **SELECTION CRITERIA**

1. Demonstrated ability to communicate effectively (written and oral) with a broad range of people and successfully negotiate issues of a complex and a sensitive nature.
2. Demonstrated experience of an entrepreneurial approach to doing business in the performing arts with excellent partnership management and negotiation skills.
3. Demonstrated project management experience including:
  - a. Development of budgets and achievement of budget targets
  - b. Artist development and leadership
  - c. Negotiation and preparation of contracts including venue, employment and partnership contracts
4. Demonstrated experience in the Australian arts and entertainment industry including positive relationships with local, national and international companies, organisations, individuals, festivals, government agencies and funding bodies.

5. Demonstrated ability to undertake, organise and prioritise multiple and complex projects from initial stages through completion, including the producing and touring of new work.
6. Demonstrated ability to work independently and take responsibility, and to work effectively as part of a team.

**APPLICATION PROCESS**

To apply for this exciting position please email to [Katrina@mapsforartists.com.au](mailto:Katrina@mapsforartists.com.au) by 5pm Monday 9 August a brief letter of application with your CV which includes names and contact details for three referees

Any questions with regards to this position should be directed to Katrina Torenbeek, Producer, MAPS for Artists via [Katrina@mapsforartists.com.au](mailto:Katrina@mapsforartists.com.au).