

**Recruitment Pack – Circus & Physical Theatre Producer/s
(Vic)**



*Fat Fruit, F*ck Fabulous, Photographer: Alexis Desaulniers-Lea*

Circus and Physical Theatre Producer/s – Expressions of Interest

Performing Lines is seeking Expressions of Interest for the engagement of a CaPT Producer/s to plan and deliver a Victorian CaPT residency program and to support a number of artists and/or small circus and physical theatre companies in the state.

Working closely with Performing Lines' Senior Producer – Vic, the successful applicant/s will have excellent producing and relationship management skills, with a strong understanding of the CaPT sector in Victoria, including the needs of artists in developing, presenting and touring work.

In total we have a 0.8FTE (4 days per week) workload between August 2024 and June 2025. Contact hours, duration and workload will be negotiated by mutual agreement with the successful applicant/s.

The role is based at the Performing Lines Vic office in Collingwood Yards. From time-to-time the role will require work outside of regular office hours.

We support flexible working practices and infrastructure, including hybrid working arrangements, to promote work-life balance and to meet the diverse and unique needs of each employee.

Performing Lines embraces difference and seeks to foster increased inclusivity and representation in the art that we create, the audiences we attract and the staff we engage. We recognise the value of diverse experience, perspectives and practice and acknowledge these experiences as a specialist expertise. First Nations applicants and those from communities typically under-represented within our sector are strongly encouraged to apply, and applicants are encouraged to speak to their lived experience and networks as part of their application.

This is a joint initiative supported through the Victorian Circus and Physical Theatre Strategy between Creative Victoria and Creative Australia, administered by Creative Victoria.

Company Overview

Performing Lines produces provocative contemporary performance by Australia's most audacious independent artists. Our purpose is to champion risk and to ensure that the breadth and plurality of Australia's creative potential is represented, celebrated and enjoyed.

We curate a portfolio of work that is propelled by pressing questions and new ways of seeing the world. We champion the unconventional, the marginal, the rebellious and the new.

For more than four decades, we have collaborated with arts companies, presenters and supporters to take some of Australia's most exciting and diverse contemporary arts experiences to audiences around Australia and the world.

We are committed to achieving industry best practice in all that we do, whether that is supporting artists to develop new work; producing and touring shows; community engagement programs; or supporting artists and the broader arts sector through skills development initiatives.

In everything we do, we acknowledge that we live on Aboriginal land and constantly learn from the wisdom of First Peoples. Where we are and the history that precedes us informs how we work and how we move forward.

We value:

- Respect for First Nations cultures and ancient wisdom
- Freedom of expression and independent thought
- Equity and the value of diverse experience, perspectives, and practice
- Respectful and ethical collaboration with all partners
- Accountability to future generations

For further information, please visit our website www.performinglines.org.au

How to apply

If you believe you're the right fit for the role, please send your EOI by email to administration@performinglines.org.au

Interviews will happen on a rolling basis, so we encourage you to submit your application as soon as possible.

Applications should include:

- a short covering letter addressing the skills and experience required for this role, as outlined in the job description on following pages;
- a statement of your ideal contract start date, duration and contact days/hours; and
- a 1 – 2-page summary resume including two referees.

Or

A video application that addresses the skills and experience required for this role and outlines your professional experience / work history including the title, duration and respective organisation of your appointments and contact details for two referees.

Should this application process or engagement structure be inaccessible for you, we encourage you to be in contact so that we can discuss and explore more accessible alternatives.

For more information or to discuss please contact Kath Papas kath@performinglines.org.au

Performing Lines | Producer

Job Title:	Producer	Job Type:	Part-time, fixed-term
Reports to (Position):	Senior Producer – Vic	Position is Shared:	TBC
Salary Range	\$80,000 - \$90,000	Date Created or Revised:	July 2024

POSITION SUMMARY:

Reporting to the Senior Producer, the Producer is responsible for driving the planning and/or delivery of key Circus and Physical Theatre projects for Performing Lines.

KEY RESPONSIBILITIES:

- Manage and coordinate all aspects of developments, presentations, sector development initiatives and/or tours within allocated budgets, including:
 - developing grant and/or other applications or proposals
 - drafting project budgets and preparing presentation quotes for management sign off
 - organising logistics such as transport, accommodation, visa processes, etc
 - liaising with presenters / partners on creating and updating key schedules (incl. marketing, production, engagement programs etc), contact lists, tour books, etc
 - ensuring all key project team members (e.g. Marketing Manager, Production Manager, Key Artists) are abreast of project updates and understand key deadlines
 - ensuring technical requirements are understood and delivered by each presenter, working closely with Performing Lines' Production Manager
 - drafting employment and presenter contracts with artists and creatives for management sign off
 - ensuring all royalties, necessary copyright and industry agreements are organised, agreed and paid
 - monitoring budget and monthly reporting financial reporting
 - coordinating debriefs and evaluations and contributing to project reports and grant acquittals
 - supporting the creation of production documentation, including technical specifications, marketing kit and budget templates, and ensuring they are kept up-to-date and reflect the production requirements, working closely with the Executive Producer, Senior Producer, Senior Production Manager, Marketing Manager and General Manager
- Establish and maintain successful working relationships with key stakeholders including Performing Lines team members, artists, arts organisations, festivals, producers, presenters, marketers, technicians, private supporters and government funding agencies.
- Support the Senior Producer & Executive Producer to identify and negotiate new opportunities for work including, contributing to grant and market development applications and liaising with presenters, artists and other industry partners.
- Attend opening nights / theatre performances / industry events on a regular basis and as agreed with the Senior Producer.

SKILLS REQUIRED:

- Considerable experience producing performing arts productions, presentations and tours, experience producing new work and/or international producing experience is preferred but not essential
- Impeccable organisational and time management skills, displaying confidence and efficiency when working to tight and/or competing deadlines
- Excellent communication and interpersonal skills with demonstrated ability to develop and manage strong relationships
- Ability to work with artists from a diverse range of backgrounds and lived experience

- Proven strong stakeholder management and negotiation skills
- Demonstrated ability to work effectively and harmoniously with artists and creative teams
- Proven ability to manage budgets and to apply cost-saving mechanisms where required
- Demonstrated ability to write successful grant and funding applications
- A full driver's license preferred
- Computer efficiency –MS Office, Excel, Word, PowerPoint and Outlook

EDUCATION & PRIOR WORK EXPERIENCE:

Essential

- Minimum 5+ years previous experience working with national and international artists in the performing arts sector
- Experience working within the Circus and Physical Theatre sector

Desirable

- Tertiary qualification in performing arts, entertainment or arts management or an equivalent relevant knowledge, training and/or experience
- Experience in mentoring or artist capacity building

DIRECT REPORTS:

- N/A

KEY RELATIONSHIPS:

Internal:

- Senior Producer - Vic
- Executive Producer
- General Manager
- Senior Production Manager
- Marketing Manager
- Accounts Coordinator
- Administrator

External:

- Artists and Companies
- Industry partners
- Presenting and Commissioning Partners
- Funding bodies
- Suppliers
- Agents and Artist Management
- Industry peak bodies