

POSITION DESCRIPTION

Position title:	Producer – Performance & Audience Development
Basis of employment:	1.0FTE (Full Time)
Location:	PICA, 51 James Street, Northbridge, WA
Initial term:	1 year contract with the opportunity to renew
Probation period:	4 months
Salary:	\$68,000 pa plus superannuation
Reports to:	General Manager & Senior Producer
Direct reports:	Casual Event and Performance space Staff
Key relationships:	
Internal:	Operations Manager, Front of House Manager, Development Manager, Curator, Curatorial Fellow, Communications Manager, Director
External:	External partners, PICABar, Artists, Suppliers, Perth Theatre Trust

ABOUT PICA

Perth Institute of Contemporary Arts (PICA) is one of Australia's leading centres for the development and presentation of contemporary art.

Housed in a large and striking heritage building in the heart of Perth, Western Australia, PICA is the city's focal point for those wishing to experience the best of Australian and international visual, performing and cross-disciplinary art.

PICA is both a producing and presenting institution that runs a year-round program of changing exhibitions, seasons in contemporary dance, theatre and music, live art events and a range of interdisciplinary projects.

PICA's key aim is to promote, support and present contemporary arts and to stimulate critical discussion around the arts and broad cultural issues. Providing a site for experimentation, critical analysis, discussion and debate is fundamental to its charter. PICA is known for the rigour and breadth of its artistic and engagement programs, high production standards and impeccable presentation.

For artists, audiences and other communities it serves, PICA is a source of inspiration, a resource, a meeting and gathering place, a provocateur and most importantly a partner in the realisation of big and new ideas.

ROLE STATEMENT

The Producer – Performance & Audience Development will play an integral role in the activation and growth of PICA and its programs. This position not only supports the delivery of the performance program but is also responsible for PICA's major events, including those that develop new audiences and increased engagement with PICA. Responsibilities include the planning and delivery of exhibition and performance openings and PICA's annual Salon event for donors. The Producer will also devise and deliver other events and activation within PICA's internal spaces and surrounds that drive audience growth and engagement. The Producer – Performance & Audience Development will have an interest and knowledge of the performing arts sector as well as strong event management and organisational skills and take a proactive role in finding new opportunities to continue to grow PICA's audiences.

KEY RESPONSIBILITIES

Producing & Program Logistics

- Oversee the planning, administration, staffing, resourcing and delivery of major events
- Assist the Senior Producer with the delivery of new performance works across multiple stages from development through to final presentation
- Manage timelines and budgets for the performance program and major events
- Draft and prepare contracts based on a variety of presenter and program relationships with stakeholders ranging from artists, companies, co-presenters and hirers for the performance program and major events
- Produce events in an efficient and timely manner, procuring relevant resources as required and liaising with internal and external stakeholders
- Prepare key planning documents for the performance program and major events including project timelines, production schedules, call sheets and event run sheets

Artist Liaison and Program delivery

- Where required, take a Producing Lead role on PICA projects in the performance program
- Find entrepreneurial opportunities for audience development events in PICA's performance and exhibition spaces and surrounding external spaces
- Liaise with artists, co-presenters and other stakeholders across relevant project stages
- Provide tailored support for program artists working across development through to presentation
- Source venue/on site and off-site resources for artist and company requirements, such as rider items, event and production materials, catering and hosting
- Plan and deliver public and artist development events associated with the performance program, such as Welcome to Country events for artists/audiences, artist/company hosting events, opening nights, public programs and professional development opportunities.
- Drive access and inclusion activities for the performance program and major events.

Event Management

- Plan and deliver PICA's major events including exhibition and performance openings, the PICA Salon Vernissage, annual program launch and other major events throughout the year
- Create event management plans for all major events
- Work closely with key stakeholders to ensure all needs are met
- Roster key technical and casual staff as required
- Work with PICABar on the provision of hospitality, ensuring liquor licensing requirements are met
- Where necessary, work with program leads to develop major event briefs, including theming, catering, design, AV, entertainment, speakers etc

Budget Management

- Manage the budget for all major events and assist the Senior Producer in budget management for the performance program
- Ensure all projects are kept within budgets as directed
- Identify opportunities for further funding or sponsorship for events and other audience development activities

Administrative support

- Support the Senior Producer on the development of reports required for funding applications and acquittals, wrap up packs and debriefs
- Manage artist call-outs and registrations for the performance program
- Assist the Senior Producer with research for prospective programming options
- Work with the General Manager on seeking in-kind support for major events
- Alongside the Operations Manager, complete risk management plans for all performances and events.

SELECTION CRITERIA

ESSENTIAL:

1. Demonstrated experience in producing performance seasons
2. Extensive knowledge of event delivery processes
3. Demonstrated experience in delivering events of scale
4. Experience in programming and creative planning for events and performance
5. Excellent interpersonal and communications skills
6. Strong time management skills with the ability to effectively deliver multiple projects at once
7. Possess a no-blame, can-do attitude
8. Capacity to thrive in a fast-paced work environment with a proactive, problem-solving approach to challenging tasks.
9. National Police Clearance Certificate (obtainable on offer of employment)
10. Working with Children Check (obtainable on offer of employment)
11. Current driver's licence

DESIRABLE:

1. Comprehensive understanding of the Australian performing arts sector
2. Ticketing and database experience
3. Team Management experience
4. Tertiary qualifications or equivalent experience in a relevant field
5. First Aid Certificate

TO APPLY

PICA is committed to creating a workplace that is culturally aware and is as diverse as the audiences we present to. We encourage submissions for this role from Aboriginal, Torres Strait Islander and Culturally and Linguistically Diverse applicants. We also encourage submissions from people who identify as living with disability. If at any stage of the application or recruitment process you require any accommodation, please contact us.

Your application should be submitted by email and include two pdf attachments:

- A written response to the above selection criteria (no more than two pages)
- A CV with two current references (no more than two pages)

For enquiries about this role or your application, please contact PICA's General Manager, Georgia Malone at business@pica.org.au or 9228 6300.

Applications are due by **5pm on Thursday 28 October 2021** to Georgia Malone, General Manager at jobs@pica.org.au