

POSITION DESCRIPTION

Position title:	Senior Producer
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:	6 months
Salary:	\$75,000 pa plus superannuation
Reports to:	Director
Direct reports:	Producer: Performance & Audience Development
Key relationships:	
Internal:	Curator, Curatorial Fellow, Public Programs Coordinator, Front of House Manager, General Manager, Communications Manager, Communications Coordinator
External:	artists, partner and peer organisations, funding bodies

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. In many aspects of its operations, PICA might be understood as an incubator: providing resources, mentoring and support for both emerging and established artists whilst promoting new and emerging ideas, forms and practices to the broader community.

ROLE STATEMENT

The Senior Producer is responsible for the development and management of PICA's Performance program. This is a key artistic leadership position within the organisation and the successful applicant will work closely with the PICA Director to further the depth, breadth and impact of PICA's performance programming. It is a senior management role offering significant responsibility and a diverse, in-depth engagement with the WA, Australian and international contemporary arts sector.

KEY RESPONSIBILITIES

Artistic Program Development & Delivery

- Work with the Director to develop annual performance programs that support the organisation's mission of creating career-defining moments for artists, life changing experiences for audiences and critical turning points in the advancement of art forms
- Research and plan for future performance programming, providing advice and strategic recommendations (including curatorial frameworks and contexts) to PICA's Director

- Develop and manage the Creative Development and professional development programs including call-out, selection and delivery
- Oversee the delivery of the performance program, including:
 - providing on-ground support to artists and artistic companies
 - production requirements and technical staffing in liaison with PICA's Operations Manager
 - front of house requirements and staffing with PICA's Front of House Manager
- Reflect on performance programs with internal and external debriefs and analysis

Administration and Organisational Responsibility

- Negotiate and prepare the terms of contract with artists, producers, presentation partners, external bodies or hirers as required with assistance from the Producer: Performance & Audience Development
- Assume responsibility for the management of PICA's annual Performance budget and work with the Director and General Manager to develop forward annual and project budgets
- Assume responsibility for rigorous forward planning across all Performance programs to ensure appropriate resourcing, realistic lead-times, and high-quality outcomes
- Identify and analyse project and program funding opportunities
- Write and submit timely grant applications and acquittals and contribute clear and timely program content to philanthropic and sponsorship proposals
- Assist the Director and General Manager with strategic and business planning
- Manage the Producer: Performance & Audience Development
- Ensure that all administrative and logistics aspects of the performance program (including contracting, risk assessments, insurance, freight, timelines and record-keeping) are performed efficiently and to high standards.

Partnerships and Stakeholder Relations

- Initiate and maintain strong relationships with relevant presenters, festivals, artists, artistic companies, producers, networks and stakeholders to enhance organisational profile and outreach and to support the delivery of joint projects
- Establish effective working relationships with staff and other key stakeholders and demonstrate creative leadership
- Works as part of a team to cultivate and steward relationships with donors, sponsors and funding bodies as required.

- Attend PICA events including openings, public programs, donor and sponsorship events as required.
- Be a representative of PICA by attending relevant meetings and events

Communications

- Work with the Communications team to develop marketing and publicity strategies to support the Performance program
- As required, provide the Communications Manager and Director with guidance and content in relation to design and production of communications materials including media releases, digital communications, guides, brochures and room sheets
- Work closely with PICA's team to identify opportunities to maximise media coverage, audience and stakeholder engagement.

Other

- Undertake any other duties, which might reasonably be deemed to be within the scope of the role and having regard for the skills and qualifications relating to the role.

SELECTION CRITERIA

ESSENTIAL:

1. A comprehensive knowledge of the Australian contemporary performance sector
2. Demonstrated experience in Producing performance seasons
3. Demonstrated experience working closely with artists from initial concept through to development and final presentation of new work
4. Experience in devising and delivering diverse performance programs
5. Excellent interpersonal and communications skills
6. Strong time management skills with the ability to effectively deliver multiple projects at once
7. Demonstrated experience in managing a team
8. Possess a no-blame, can-do attitude
9. Capacity to thrive in a fast-paced work environment with a proactive, problem-solving approach to challenging tasks.
10. National Police Clearance Certificate (obtainable on offer of employment)
11. Working with Children Check (obtainable on offer of employment)
12. Current driver's licence

DESIRABLE:

1. Tertiary qualifications or equivalent experience in a relevant field
2. 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:

1. A written response to the above selection criteria (no more than two pages)
2. A CV with two current references (no more than three 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 13 January 2021 to Georgia Malone, General Manager at jobs@pica.org.au