

POSITION DESCRIPTION: SOCIAL IMPACT PRODUCER

REPORTS TO: General Manager

ABOUT ILBIJERRI THEATRE COMPANY

ILBIJERRI is one of Australia's leading theatre companies creating innovative works by First Nations artists. Our productions have toured to critical acclaim across Australia and the world. We challenge and excite our audiences with contemporary stories about what it means to be Indigenous in Australia today. ILBIJERRI is the longest running First Nations theatre company in the country. Our creative processes aim to support First Nations artists and communities to have a powerful voice in determining the future of Australia.

POSITION DESCRIPTION

The Social Impact Producer role is a full-time position for a candidate passionate about leading the planning and delivery of a wide range of theatre-based, cultural development initiatives and community engagement strategies. Working directly with the Executive Producer and Artistic Director, the Social Impact Producer will lead a team of First Nations Associate Producers to create and tour works within a social justice, education and health advocacy context, alongside designing and delivering a suite of whole-of-company community development activities. The Social Impact Producer will manage a full slate of work, including creating and touring Social Impact works into schools, prisons, community centers and service organisations. An essential component of this role is to mentor ILBIJERRI's emerging associate producers across all aspects of CACD work and creating and touring Social Impact works.

KEY RESPONSIBILITIES

Working closely with Executive and producing teams, the Social Impact Producer will:

Project Management

- Lead the management and delivery of Social Impact projects.
- Work collaboratively with artists and communities, particularly during planning and presentation stages.
- Manage stakeholder relationships to ensure strong partnerships are maintained through project planning and delivery.
- Research and source artists and creatives, negotiating agreements and contracts and managing these relationships throughout the course of the project.
- Supervise the work of the producing team and provide skills development, training and mentorship to emerging employees.
- Ensure that schedules are maintained and information is accurate and distributed.

- Book and liaise with venues for projects including, rehearsal and presentation needs.
- Lead the preparation of evaluations, reports and analysis to ensure projects are meeting their goals, objectives and targets.
- Develop and implement relevant and innovative workshops and programs in schools and in community.
- Work collaboratively and professionally with all ILBIJERRI staff and each project's creative team to ensure the success of all projects and tours.

Finance and Funding Management

- Scope, develop and manage project budgets, resources and funding opportunities.
- Manage project and production budgets including tracking expenditure and reconciliation.
- Contribute to financial reports in conjunction with the Finance Manager and General Manager, tracking income and expenditure and identifying variations and forecasts.
- Prepare grant applications, maintain funding relationships and complete funding acquittals for all relevant projects.

Relationship Building and Community Engagement

- Develop and maintain strong relationships with members of First Nations and arts communities with a specific focus on the Victorian Koorie community.
- Maintain strong relationships with health promotion partners, justice departments, schools, reference groups such as Drama Victoria, VCAA, and DHHS, and strong relationships with schools, teachers and community organisations across Victoria.
- Contribute to the quality of internal and external relationships with ILBIJERRI through clear communication and participation in internal meetings and planning.
- Identify and develop new partnerships with key cultural, educational, and health organisations.
- Coordinate quarterly Reference Group meetings.
- Develop and deliver community engagement strategies across all mainstage/social impact presentations and tours.
- Design and deliver a five year Koorie Engagement Strategy across all aspects of the company including recruitment at Board, Executive and Operational levels.

Tour Coordination

- Negotiate and prepare contracts for presenters and venues.
- Respond to enquiries from presenters ensuring accurate and timely information is given in response to their requests.
- Manage pre-production of touring shows and ensure all material is successfully handed over to the tour manager/production manager.
- Coordinate technical requirements of the tour in conjunction with venues and the tour manager/production manager.
- Coordinate tour scheduling, working with partners and funders, in line with budgets and to maximise the effectiveness of the tour.
- Coordinate and book accommodation and travel associated with the tour and provide concise information for the tour party.

- Coordinate data collection from the tour party and presenters and generate reports as required for management, board and funding partners.
- Coordinate representatives from partner organisations to attend and support touring work.

Marketing and Communication Support

- Support the promotion and marketing of projects.
- Work with marketing team to produce promotional materials and ensure that updates are regularly produced for the website, newsletter and social media.

General

- Assist the Executive Producer to oversee the implementation of the company's artistic program.
- Assist the Executive Producer to achieve the goals within the company's strategic plan.
- Ensure First Nations protocols are achieved in all day-to-day activities and internal and external communications.
- Undertake research projects and/or other duties as needed and directed by the Executive.
- Provide general support for the day to day smooth running of the office.

Key Selection Criteria

1. Tertiary qualifications in a relevant field.
2. Substantial experience in a similar position.
3. Experience in the development and implementation of strategies, plans and project briefs.
4. Understanding of the principles and practices of community cultural development as well as the ability to implement those principles.
5. Demonstrated knowledge of theatre making processes, arts engagement and cultural practices including assessing and mitigating risk.
6. Demonstrated ability to work effectively in a First Nations community context, and to develop and manage appropriate models for facilitating community consultation and participation.
7. Proven ability to supervise team members and provide skills development, training and mentorship.
8. Proven ability to manage a dynamic workload and operate effectively under pressure.
9. Ability to work at both a strategic and operational level.
10. Must have a Working with Children Check and Open Driver's License.