

**POSITION DESCRIPTION**

<b>POSITION</b>	<b>EXECUTIVE PRODUCER</b>
<b>SALARY</b>	From \$90,000 p/a range commensurate with qualifications and experience + superannuation
<b>ACCOUNTABILITY</b>	The Executive Producer is Co-CEO (with the Artistic Director) and works under the direction of, and reports to, the ILBIJERRI Board of Directors.
<b>POSITION TYPE</b>	Full time, ongoing position
<b>CONDITIONS OF CONTRACT</b>	37.5 hour week 6 month probationary period 4 weeks annual leave per annum Time-in-lieu of overtime Annual salary increments subject to performance review
<b>OTHER</b>	ILBIJERRI funded interstate and international travel is required in this position.

**POSITION SUMMARY**

Working alongside ILBIJERRI’s Board of Directors and in close collaboration with the Artistic Director, the Executive Producer provides strong leadership for producing a large-scale program of new works and national and international touring for the company. The Board encourages First Nations applicants to this position. In the interests of securing a First Nations leader into this position, the Board acknowledges that the successful candidate may require some skills development, provided by the company, in order to grow into the role during the initial 12 to 18 months. This skills development may be a combination of external mentorship, on the job skill development and targeted professional development activities.

The Executive Producer role is responsible for overseeing the daily operations and financial management of the company and its staff, while maintaining a clear focus on the company’s long-term strategic growth under direction of the Board and the organisation’s business plan.

The Executive Producer oversees the implementation of the company’s artistic program and coordination of artistic funding submissions and acquittal of program funds. The role is also responsible for market development and promotion of the company both nationally and internationally.

The Executive Producer and Artistic Director share the role of ILBIJERRI’S Chief Executive Officer.

**KEY INTERNAL RELATIONSHIPS**

The Executive Producer must maintain good communication and effective working relationships with the ILBIJERRI Board of Directors, the Artistic Director and specifically manages the work of the:

- General Manager
- Company Producers
- Development Manager
- Marketing Manager
- Finance Manager
- Social Impact Producer
- Company Manager
- Administration Staff
- Project based Artists and Freelance Crew

**KEY EXTERNAL RELATIONSHIPS**

The Executive Producer must maintain positive relationships with current and prospective presenters such as



venues and theatre festivals both nationally and internationally, local government, the external auditor, theatre and Indigenous arts organisations and industry bodies, funding and philanthropic bodies and the media.

## **DUTIES & AREAS OF RESPONSIBILITY**

### **1. LEADERSHIP**

In conjunction with the Artistic Director and ILBIJERRI Board:

- Lead the development and implementation of ILBIJERRI Theatre Company's strategic plan.
- Develop best practice strategies in:
  - Artistic development
  - National and international market development
  - Company branding, marketing and publicity
  - Business development
  - Philanthropy
  - Human resources, and
  - Finance
- Ensure the company is recognised by stakeholders as being a leader in Aboriginal and Torres Strait Islander theatre and performance.
- Take a leadership role in contributing to industry-wide development.

### **2. ARTISTIC PROGRAM**

In conjunction with the Artistic Director:

- Produce a program of new works in accordance with the artistic and market development strategies of the company.
- Negotiate national and international tours and performance seasons.
- Develop appropriate partnerships and networks with arts and Indigenous community organisations.
- Oversee all facets of the production to ensure effective delivery of tours and performance seasons.
- Provide ongoing oversight of the Artistic program to the Board and the ILBIJERRI Elders in Residence.

### **3. FUNDING ACQUISITION**

In conjunction with the Development Manager:

- Seek and secure adequate operational and project funding to deliver the company activities.
- Maintain good relationships with funding bodies.
- Seek new funding opportunities particularly from philanthropic sources.
- Acquit all grants fully and on time.

### **4. FINANCIAL MANAGEMENT**

In conjunction with the Artistic Director, General Manager, Finance Manager and ILBIJERRI Board:

- Design responsible and effective project and operational budgets
- Monitor expenditure and budgets and coordinate monthly financial reports.
- Oversee the daily financial operations of the company, including payroll, accounts receivable and payable, tax and other reporting responsibilities.
- Negotiate and monitor all financial aspects of the organisation's legal and contracted obligations.

### **5. PERSONNEL MANAGEMENT**

In conjunction with the Artistic Director and General Manager:

- Recruit and manage all non-executive staff, including training, professional development, leave and annual performance reviews.
- Supervise HR operations including payroll, staff development, workplace legal requirements, ILBIJERRI policies and relevant union matters.
- Negotiate all artistic and production personnel contracts as required.

## 6. ADMINISTRATION

In conjunction with the General Manager:

- Manage all company assets
- Observe and implement all Occupational Health and Safety requirements in the designated workplace(s) of ILBIJERRI
- Preparation of various reports to funding bodies and the ILBIJERRI Board
- Preparation of the Annual Report.

## 7. MARKETING AND COMMUNICATION

In conjunction with the Artistic Director and Development & Marketing Manager:

- Oversee implementation of high-level marketing and communications strategies that assist in achieving our business plan goals
- Represent ILBIJERRI Theatre at public functions, conferences, and delegations and in media interviews as an effective public spokesperson and ambassador for the company and its work.

## ABOUT ILBIJERRI THEATRE COMPANY

ILBIJERRI is one of Australia's leading theatre companies creating innovative contemporary works by Aboriginal and Torres Strait Islander artists that challenge and connect with audiences. ILBIJERRI believes in the power of First Nations voices. Our creative processes support the empowerment of First Nations artists and communities to tell our stories, from our perspective.

Established in 1990 and based in Melbourne, ILBIJERRI is the longest running First Nations theatre company in Australia. Since 1990 we have been initiating and developing performances in collaboration with our community and artists. ILBIJERRI productions have toured nationally and internationally, received critical acclaim and resonated with both Indigenous and non-Indigenous audiences.

## MISSION

ILBIJERRI Theatre Company creates challenging and inspiring theatre by First Nations artists that gives voice to our cultures.

## VISION

Our voices are powerful in determining the future of Australia. Our cultures are respected, celebrated and embraced.

## WHAT WE VALUE

### THE POWER OF FIRST NATIONS VOICES

We work with First Nations storytellers (writers, directors, actors, key creatives, theatre practitioners) to tell our stories through high quality theatre as a continuation of our culture.

### FIRST NATIONS PROTOCOLS AND WAYS OF WORKING

We respect our people, community and artists by working in accordance with the protocols of our own community and those whose country we are working on.

### SELF-DETERMINATION

We ensure First Peoples drive all key decision making processes within ILBIJERRI.

### RESPECT

We always give full respect to our people, Elders, culture and country – and to all peoples with whom we share our land.

### DIVERSITY OF FIRST PEOPLES

We respect, celebrate and embrace the cultural diversity of First Peoples, our stories, our culture and our experiences.

## KEY SELECTION CRITERIA

1. Experience and understanding of working with Aboriginal and Torres Strait Islanders/First Nations cultures and communities, particularly in relation to arts, and a commitment to furthering ILBIJERRI's Mission in line with our Organisational Values.
2. Knowledge and experience of the contemporary performing arts sector, Indigenous performing arts and demonstrated experience in and sensitivity to artists, performers and the creative process. Ideally this includes experience in producing, touring and artist development within an arts organisation.
3. A tertiary qualification in Business or Arts Management, or equivalent industry experience which includes working knowledge of the daily operations of a small-to-medium arts company and strong financial management experience, including detailed grant submissions and acquittals.
4. Demonstrated high-level written and oral communication skills and strong communication and negotiation experience with a variety of stakeholders including government, philanthropic foundations and industry peers.
5. Organisational and management skills of a high order, including the ability to strategically plan, budget, manage, and evaluate activities and the performance of the organisation.
6. Demonstrated ability to manage, motivate and empower staff to succeed.

## PERSONAL ATTRIBUTES

In addition to the above criteria applicants for the Executive Producer role are expected to be self-disciplined, motivated, innovative and culturally aware.

## APPLICATION PROCESS

1. If, after reading through this document and visiting our website, you have further questions about the role, please call Lydia Fairhall, Executive Producer on (03) 9329 9097 or email [info@ilbijerri.com.au](mailto:info@ilbijerri.com.au). Your application must consist of a one-page cover letter outlining why you'd be perfect for the role, a statement of no more than two pages addressing the key selection criteria outlining relevant skills and experience, a brief up-to-date CV, and the names and contact details of three professional referees – emailed as a single PDF with your name and the position title as the document's name. *Please keep in mind that if you don't address the selection criteria we won't be able to assess your application.*
2. Applications by email only should be sent to [info@ilbijerri.com.au](mailto:info@ilbijerri.com.au) by **3pm on Friday 5th of July 2019**.
3. After the close of applications, shortlisting will take place within 10 days, and to be fair to all applicants, no late applications will be accepted.
4. While receipt of all applications will be acknowledged by email, only shortlisted applicants will be contacted personally, and we appreciate your patience in not contacting us during this time.
5. Interviews will take place between 22 & 23 July 2019 at the ILBIJERRI office in Melbourne. If you already know that you are unavailable on these dates, please advise us in your covering letter.

## For more information, please contact:

Lydia Fairhall, Executive Producer

**T** (03) 9329 9097

**E** [info@ilbijerri.com.au](mailto:info@ilbijerri.com.au)

