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| Position Title: | Executive Producer, Performing Arts |
| Award/Level: | Performance Based Contract - PP&VA Level 9 |
| Department: | Programming, Joan Sutherland Performing Arts Centre |
| Type: | Full Time  |

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| Position Purpose |
| A motivated and experienced performing arts producer, the Executive Producer is responsible for development and delivery of the established public performance seasons program at the Joan Sutherland Performing Arts Centre across commercial and community hires, deals and buy ins.Reporting to the CEO, Penrith Performing & Visual Arts and with expertise required across programming, budgeting and production with a view to continuous audience development and innovation, the Executive Producer is additionally responsible for the delivery of pop up events, talks, live streaming, and for developing potential new seasons with a focus on a younger demographic and contemporary music and comedy. This position is suited to an experienced all round arts programmer with creative flair, excellent project management and delegation skills and broad industry networks. A strategic thinker, this role contributes to, and is an integral part of, the PP&VA senior management team. The role leads a small team to achieve cohesive results for community and the Company in line with the Strategic Plan. |

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| Key Specific Functional Responsibilities | **Key Generic Functional Responsibilities** |
| * Provide strategic, procedural and policy expertise to portfolio teams, senior management team and Board with a view to drive artistic, community and cultural growth
* Manage and allocate resources to deliver established High Street, Fine Music, Sundays at the Joan, Morning Melodies, Kids and Family, commercial and community seasons across theatre, dance and music in accordance with adopted artistic plan; and site activation and public programming goals.
* Grow the program offer and audiences in accordance with set goals and within available resources
* Ensure all business and Board reporting is thorough, accurate and timely
* Manage relationships with regular and strategic producers, contractors, community groups and artists
* Develop public program and audiences across Joan venues by targeting, preparing and approaching potential partners and acting on referrals
* Manage schools and education activities as part of the programming offer.
 | * Management and Leadership
* People Management
* Financial Management and Funding development
* Corporate Governance
* Performance and Creative Planning
* Customer Service
* Manage Work Health and Safety and Injury Management
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| **Department Structure** |
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| **Key Specific Functional Responsibilities** |
| 1. **PROGRAM DEVELOPMENT**

**Major Actions**The Executive Producer:* Leads and implements programming policy development in close collaboration with the CEO and the Performing Arts Committee of the PP&VA Board and delivers audience and programming strategies in line with the Strategic and Artistic Plans, demonstrating an advanced understanding of performing arts production and project management as well as an extensive understanding of contemporary performing arts and cultural practice as well as audience development.
* In close cooperation with all PP&VA teams, designs and delivers the performing arts seasons of:
	+ presentations across theatre, dance and music, to budget, achieving audience targets and within agreed Artistic Plan parameters; and
	+ site activation, education, outreach and public programming initiatives including talks, live streaming and pop up events.

**Performance Measures*** Performance and audience outcomes show incremental growth in accordance with set targets
* Links are created and enhanced across program aspects to benefit of participants
* Increased quality programming delivered through exemplary entrepreneurship, partnerships and proactive business agreements with promoters
* Program is delivered of agreed quality, within set timeframes and budget parameters
* Positive audience/stakeholder (Board, artist, student, partners and patrons) feedback is regularly obtained.
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| 1. **AUDIENCE DEVELOPMENT**

**Major Actions*** Delivers considered proposals for extending the reach of delivered programs with a view to equity and access within the local demographic; and continued artistic excellence.
* Ensures programs are balanced, relevant, of quality and that they encourage repeat participation and attendance including through implementation of feedback opportunities and programming continuity.
* Considers and recommends implementation of appropriate research to determine participation barriers and to ensure strategies are delivered to overcome such barriers.
* Implements strategies to attract presentations/presenters to grow public offerings.

**Performance Measures*** Accurate and innovative analysis and reporting on audience matters, participation and attendance
* Ongoing increases in reach, depth of engagement and audience number across target segments
* Improved understanding of our audiences in relation to our programs and demonstrated ability to adapt to information received.
* Increased number of public presentations within venue under a variety of financial arrangements including hires and shared risk.
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| 1. **MANAGEMENT**

**Major Actions*** Deliver regular data and reporting including monthly and Board reporting, grant applications, project proposals and acquittals to a high level of timeliness and accuracy
* Utilise research, analysis and evaluation of information and well developed judgement and problem-solving skills to deliver continuous program improvement
* Ensure accurate financial processes within team across budgeting, procurement and reconciliation demonstrating ability to effectively coordinate and manage various organisational units and budgets.
* Employ excellent human resource management skills including mediation, negotiation, interpersonal and communication skills with an ability to motivate and supervise staff to be an effective team leader and team member.

**Performance Measures*** Timeliness, accuracy and depth of data analysis, documentation and reporting
* Accuracy of budgeting and financial reconciliations maintained or improved
* Team satisfaction and delivery levels maintained within safe and productive positive limits
* Visibly high level of cross-departmental cooperation
* Regular, documented and effective performance feedback to team members
* Ratio of risk to results in programming maintained or improved (investment level against attendance and cultural impact)
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**NB: All shaded Key Result Areas are compulsory for every Position Description**

| **Key Generic Functional Responsibilities** |
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| 1. **Management and Leadership**

**Major Actions*** Ensure the implementation of PP&VA’s resolutions, policies and decisions
* Provide leadership and coordinate operations and performance
* Develop and maintain an appropriate Departmental structure that satisfies PP&VA requirements
* Provide organisational leadership and support
* Develop and maintain Service Plans for all assigned functions

**Performance Measures*** Linkages between the Delivery Program, organisation’s resolutions, policies and decisions, and the responsibilities of relevant groups and individuals are established
* Staff receive the required information, consistent with their competencies and operational plans, and are both empowered and accountable for the implementation of resolutions, policies and decisions delegated to them
* Departmental outcomes reflect an established environment of motivation and staff development
* Staff performance and professional competence is continuously improved
* Business processes, product delivery and customer service are continuously improved
* Positive role modeling, effective communication and consultative decision making result in workplace change being embraced and resourced
* Service Specifications / Business Plans are current and accurate
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| 1. **People Management**

**Major Actions*** Undertake human resource planning
* Ensure practices provide for a discrimination free work place
* Provide career development opportunities
* Manage the performance of individuals

**Performance Measures*** Departmental HR needs are determined and regularly reviewed within the current and anticipated business needs and budget
* Existing competencies of staff are compared with the business needs and alternatives to staffing needs and utilisation are developed
* EEO initiatives are developed and documented
* Appropriate action is taken if EEO breaches occur
* Equal access is established and implemented through training and opportunities
* Positive performance management processes are applied equitability to all staff
* All Departmental Employee Performance Planning and Reviews (EPPR) are completed and forwarded to CEO within designated timeframe
* Staff are encouraged to improve their work performance through regular feedback and self evaluation
* Staff are given the opportunity to take on challenges through task variety, task sharing and career development opportunities
* Grievance procedures are managed according to policy and procedure, and optimise the likelihood of positive outcomes
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| 1. **Financial Management**

**Major Actions*** Determine and report on financial implications of Policy and Procedure development
* Prepare and manage Departmental budget
* Analyse budget data, and identify and report on trends
* Manage PP&VA’s assets held and Programs delivered

**Performance Measures*** Revenue, expenditure and capital investment proposals are developed through consultative processes and take account of past experience, present trends and future expectations
* Realistic cost benefit and risk analyses/management plans are incorporated into all financial and artistic programming proposals
* Performance measures and tactics for monitoring financial processes and artistic and community outcomes are identified for each proposal
* Budget proposals comply with the organisations values, policies, code of conduct, legal, artistic and ethical requirements and priorities
* Budget is developed and presented within designated timeframe
* Financial and cultural implications from policy development, legislative changes and investment proposals are documented and reported
* Financial and artistic documentation maintains accountability for expenditure of public monies
* The CEO is advised of variances outside 5%
* Identify, monitor and report on influences on expenditure and revenue
* PP&VA’s assets are maintained and utilised to maximise effective operations
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| 1. **Corporate Governance**

**Major Actions*** Contribute to promoting a culture within the organisation that ensures adherence to Corporate Governance guidelines and principles
* Keepabreast of development and trends in the arts industry, all 3 levels of government and business
* Provide assistance to the CEO and Board/Council delegate in case of an alleged breach of PP&VA’s Code of Conduct

**Performance Measures*** Standards of probity are developed and implemented covering the following:
* Anti-discrimination
* Principles of social justice
* A quadruple bottom line (QBL) approach to decision-making, systems, processes and operations
* Codes of conduct
* Grievance, dispute, dismissal procedures
* Protected disclosures
* Complaints handling procedures
* Privacy/confidentiality
* Management of risk
* Fraud control
* Internal control and reporting
* Work health and safety
* Equal employment opportunity
* Breaches of acceptable standards are dealt with using established guidelines
* Keep abreast of contemporary issues raised by either Fair Work Australia, key arts industry bodies, ICAC, the NSW Ombudsman or other Government Agency
* No adverse comments are received with the level of assistance provided to the CEO and Board/Council delegate
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| 1. **Performance Planning**

**Major Actions*** Accountable for delivery of the assigned activities, actions and budgets in the Delivery Program
* Contribute to the development, implementation, reporting and achievement of the Strategic and Business Plans and other plans and reports as required by the CEO, the PP&VA Board and key funding agencies.

**Performance Measures*** Complete all organisational performance reporting requirements (monthly and six monthly review reports, Annual Report and Acquittal reports)
* Deliver service activities, actions and budget assigned in the Artistic Delivery Program
* Level of staff satisfaction with their involvement in and understanding of the Artistic Delivery Program
* Initiatives which increase opportunities for PP&VA are developed and documented
* Delivery of Plans and Reports as per agreed specification and timetable
* Activities and priorities are met
* Systems are established and managed which constantly evaluate and improve services provided
* Services developed are both contemporary in nature and provide a strategically sound reference for the future
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| 1. **Corporate Planning and Review**

**Major Actions*** Contribute to the development, implementation, reporting and achievement of the Strategic Plan, Artistic Delivery Framework and other plans and reports as required by the CEO, PP&VA Board and key Stakeholders

**Performance Measures*** Complete all organisational performance reporting requirements (monthly reports, Board Reports. and Annual Report)
* Deliver service activities, actions and budget assigned in the Delivery Program
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| 1. **Communication and Customer Service**

**Major Actions*** Provide effective service to PP&VA customers, the community and internal staff
* Present a positive image of PP&VA
* Liaise and negotiate with the community, government/non-government agencies, other professional and PP&VA staff on a range of matters
* Effectively communicate in a range of forums on PP&VA’s objectives, activities and priorities

**Performance Measures*** Customer needs are identified and confirmed, and appropriate actions taken
* Staff adhere to the Customer Service Charter
* Advice given to any forum is contemporary and within PP&VA guidelines
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| 1. **Work Health and Safety (WHS) and Injury Management (IM)**

**Major Actions*** Communicate WHS and IM policies
* Attend training as required and ensure completion of training by supervised staff
* Manage the procedural development and implementation of risk assessments and ensure they are reviewed in line with designated timeframes
* Manage implementation and use of risk control measures
* Participate in consultative processes for the management of WHS, and ensure consultation processes are available to, and used by, supervised staff

**Performance Measures*** WHS and IM policies and procedures are effectively communicated to all employees, contractors and volunteers and visitors are controlled at worksites
* All required training has been completed, including induction has been provided and completed for relevant personnel
* All supervised staff have completed required training
* WHS procedures are identified and complied with, setting an appropriate workplace example
* Risk assessment documentation is completed in line with legislative requirements, and risk assessments are reviewed at least annually or more frequently if required
* Risk control documentation is completed and records kept in accordance with PP&VA procedures
* Participation in consultation process is on record
* Record of supervised staff participation in consultation
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| Qualifications, Experience and Specialist Skills & Knowledge |
| **Essential*** A tertiary qualification in performing arts and/or arts management or extended professional experience in the performing arts industry and/or management.
* At least five years’ experience in professional performing arts programming/producing.
* Flexible attitude to responsibilities and work hours.
* Current and active performing arts industry networks
* Experience in effective management of a small creative team
* Sound financial, writing and project management skills
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| **Desirable**.* Knowledge of audience development principles
* Post graduate qualification in music, dance or theatre
* Current Working with Children Check, or ability to acquire
* NSW Drivers’ Licence
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| Position Based Core Skills Training |
| * Work Health and Safety
* Equal Employment Opportunity and Diversity
* Governance
* Drug and Alcohol Control Policy
* Manual Handling
* Hazard Identification
* Code of Conduct
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| Values and Behaviours |
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| Penrith Performing & Visual Arts Ltd and Staff support the following Values and Behaviours: |
| **Integrity*** I am honest, ethical and maintain public trust
* I do what I say I’m going to do and I stand up for what I believe in
* I set a standard to be proud of amongst the community
* I do the right thing - even when no-one is looking
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| **Selflessness*** I am willing to put others before me and assist them when needed
* I put the good of the PP&VA and the community above personal goals
* I support sustainability and cater for the wellbeing of future communities
* I uphold social justice principles
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| **Accountability*** I take responsibility for decisions and actions, whatever the outcome
* I take responsibility for work, behaviour and how resources are used
* I ensure a safe and healthy workplace
* I take ownership of my work
* I operate within delegations
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| **Honesty*** I tell the truth and correct misinformation
* I will refuse any bribes and I do not steal
* I trust in our relationships
* I ensure duties are undertaken in a lawful manner
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| **Leadership*** I am creative and innovative
* I take responsibility and I am a good role model
* I inspire others in the organisation and community to be the best they can
* I have the courage to do the right thing
* I listen and communicate clear directions and actions
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| **Impartiality*** I am always fair and treat people equally
* I am understanding and act objectively
* I separate personal interests from work responsibilities
* I base all decisions on merit and facts I am consistent in the application of processes
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| **Openness*** I am transparent and straight-forward
* I am able to discuss problems or concerns and give reasons for decisions
* I share information appropriately
* I am obliged to report wrong-doing
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| **Respect*** I treat others fairly and objectively
* I value and accept other people’s differences
* I treat others with dignity, kindness and in the spirit of service
* I treat people how I would like to be treated
* I recognise the worth of individuals
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