

Position Description

Date: August 2023

Position Title:	Executive Producer, Adelaide Cabaret Festival
Department:	Programming
Classification / Level:	AFC Job Grade 10
Ordinary working hours & days:	<p>Working hours are primarily undertaken between Mondays and Fridays. During Festival periods, after hours work, including weekends, will also be required.</p> <p>The requirement for a reasonable amount of overtime has been taken into consideration in the determination of this salary level.</p>
Reporting to:	Head of Programming – Commercial
Positions reporting to this role:	<p>Programming Coordinator, Adelaide Cabaret Festival</p> <p>Assistant Producer, Adelaide Cabaret Festival</p> <p>Producer, Adelaide Cabaret Festival</p>
Significant working relationships:	<p>Head of Programming, Commercial</p> <p>Adelaide Cabaret Festival Artistic Director</p> <p>CEO & Artistic Director</p> <p>Programming Team</p> <p>Managers and staff, including Marketing, Publicity; Studio, Finance, Public Affairs, Ticketing, Venue Sales, Corporate Partnerships, Philanthropy, Food & Beverage, Patron Services & Production</p> <p>Artists</p> <p>Producers/Directors</p> <p>Contract suppliers</p> <p>Internal customers</p> <p>External customers</p>
Decision Making / Purchasing Authority:	Within specified delegation limits set by Head of Programming - Commercial
Special Conditions:	<p>Considerable out-of-hours work will be required.</p> <p>There will be a requirement to publicly represent ACF and AFC at media and public functions.</p> <p>Regular attendance at performances and other events.</p> <p>Regular intrastate, interstate and possible international travel will be required.</p>

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<p>Information on Adelaide Festival Centre</p>	<p>Adelaide Festival Centre (AFC) is central to the Arts in South Australia and an integral part of community life in the state. AFC welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.</p> <p>Adelaide Festival Centre is located on Kaurua Yarta. We respect First Nations people around Australia and acknowledge the Kaurua people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation.</p>
<p>Department Overview</p>	<p>Programming is charged with the responsibility of meeting the artistic objectives of the Trust. Its mission is to provide a balanced program of arts and entertainment, which assists with the development of the arts in Australia and South Australia and creatively and effectively utilises the venues of the Adelaide Festival Centre. This helps to:</p> <ul style="list-style-type: none"> • Create opportunities for South Australians to experience arts and entertainment; • Ensure the viability of the Centre by maintaining sufficient levels of activity to generate income from profit centres (catering, theatre hirings, booking fees). <p>Finally, the Programming department creates and capitalises upon opportunities to use its creative and administrative resources to generate income for the Trust, which may then be used to support the Centre's artistic objectives.</p>
<p>Festival Overview</p>	<p>First produced in 2001 by The Adelaide Festival Centre Trust, The Adelaide Cabaret Festival is an annual festival held each June.</p> <p>The program includes a wide range of Cabaret performances from traditional to contemporary styles. Attracting artists from all over the world the Festival aims to present shows that have a certain level of intimacy with audience to tell stories, through music, dance, song, and text from the classical and well-known forms of cabaret to the very contemporary.</p>
<p>Summary of Key Purpose:</p>	<p>To support the mission and objectives of Adelaide Festival Centre through management and delivery of the Adelaide Cabaret Festival and all included events and operational areas - from initial conceptualisation to final analysis. The Adelaide Cabaret Festival is an annual, highly regarded world-class festival that attracts local, national and international attention and visitation.</p> <p>In addition to the management of curated events, the program may include special events, national and international touring programs, commissions and development of new works, exhibitions, showcases, forums, master classes and workshops.</p> <p>It is a key purpose of the role to balance artistic excellence, development of new work and customer experience with commercial success.</p>

Key Result Area / Accountabilities:
Adelaide Cabaret Festival Programming
Manage and facilitate the effective involvement of the Artistic Director (external consultant) to ensure effective working processes which enable the efficient delivery and implementation of the annual Adelaide Cabaret Festival (ACF), as part of the broader AFC program of activities.
In consultation with the Artistic Director and the Programming Team, ensure the development and delivery of a program for the ACF on an annual basis incorporating artistic integrity and excellence, niche market interest, box office viability and local, national and international artist inclusion.
In consultation with the Artistic Director and the Head of Programming – Commercial, employ significant curatorial ability to balance a program that is both artistically challenging and commercially successful.
With the Programming Team, explore and facilitate artistic collaborations and innovative and diverse programming opportunities to ensure the festival remains fresh and stimulating each year.
Ensure all programmed elements of the ACF sit within available budget and resources.
Ensure all programmed elements of the ACF reflect the Current Directions Policy and objectives of the AFC.
Oversee all aspects of artists' involvement including the logistics of visiting and touring presentations (such as travel, accommodation, freight, payment schedules, visas, tax and company/artist liaison).
Coordinate and manage the involvement of the core project team and participating departments, specifically focusing on the delivery of ACF and AFC objectives, identifying and rectifying issues and monitoring all performance related activities in the festival.
Supervise operational staff to ensure effective delivery of designated outcomes.
Identify and propose projects and prepare proposals for presentation and approval by Management (and Trustees where applicable). Proposals should address rationales, risk assessments, budgets, pricing strategies, sensitivity analysis, schedules and contractual details
Successfully manage, monitor and report (from a programming perspective) on all ACF projects.
Initiate and develop projects and activities through a range of mechanisms including partnerships with artists, production companies and arts organisations.
Develop, implement and monitor project management systems to ensure that objectives have been met within specified timeframes and budgets
Identify opportunities for improvement, including systems and practices, for the ACF and implement or recommend appropriate responsive action.
Prepare funding applications where appropriate.
Negotiate fair arrangements with producers, presenters, artists and promoters to secure the best possible outcome for the AFC.
Liaise with other departments of the AFC including Marketing, Publicity, Public Affairs, Production and Ticketing to optimise positive results for the AFC and efficiently manage activities.
Negotiate, draft and finalise contracts for the ACF.
Future Directions & Positioning of ACF:
In consultation with AFC Associate Director and CEO, develop and implement a long-term strategy for the ACF including recommendations and analysis of other similar events.
Work closely with Marketing to develop the profile and identity of the festival locally, nationally and internationally.

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Build networks and nurture long term relationships locally, nationally and internationally with artists, agents, and key stakeholders, including Government authorities, and other major events and festivals.
Work closely with Corporate Partnerships to support potential sponsor and development opportunities for the ACF and increase tourism opportunities locally, nationally and internationally.
Identify and communicate industry or market trends that will have an impact on the ACF and or Adelaide Festival Centre
Proactively facilitate all ACF timelines, monitor all performance related activities and schedules that relate to festival delivery and identify and resolve any problems as they occur.
Implement and monitor processes that support the effective communication and delivery of all facets of the ACF in a cohesive and synchronised manner.
Ensure all design elements of the ACF, including signage and crowd flow, support the effective delivery of the ACF and build the festival's visual profile.
Develop and monitor the overall operating budget & provide regular reports and updates to management including recommendations for managing budget overruns and the impact of unscheduled changes to the budget.
Conduct a full evaluation at the conclusion of each ACF, incorporating programming, artistic, logistical, operational and financial evaluation. Identify and implement continual improvement measures that support the ongoing effective delivery of the ACF.
General
Abide by all AFC policies and procedures including OHSW, Customer Service and Records Management.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible.
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.
Perform any other duties as directed by the manager, within level of skills, experience and competence
EBMS (Event Business Management System)
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
Records Management
All records created within the conduct of AFCT business to be managed in accordance with AFCT's Record Management Policy, associated policies, procedures and legislation.
Work Health & Safety Responsibilities (WH&S)
Care for your own and others' health and safety.
Comply with any reasonable instruction from the department, so far as you are reasonably able.
Cooperate with all reasonable departmental policies and procedures.
Comply with the WHS legislation.
Wear and maintain Personal Protective Equipment (PPE) as directed.
Use other safety and emergency equipment provided in the workplace.

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Assist with and conduct risk assessments.
Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.
Implement WHS policies, procedures and safe systems of work.
Induct persons coming on-site, as far as practicable and relevant, in AFCT WHS/IM policies and procedures.
Ensure staff are appropriately trained in safe work practices.
Ensure accidents/incidents are reported and appropriately investigated.
Ensure, so far as is reasonably practicable, the workplace is maintained in a safe condition.
Ensure the health, safety and welfare of employees, visitors, contractors in your area of operation.
Identify, assess and control workplace hazards.

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Key Competencies:	Requirement
Qualifications / Education	
Tertiary qualifications in Arts Management or Cultural Events/ Festivals management and delivery	Highly desirable
Knowledge/Skills/Abilities	
Previous experience in the presentation and/or management of performing arts festivals or similar large-scale events.	Essential
Demonstrated high level project management skills with the ability to manage multiple priorities and generate relevant reports for tracking purposes.	Essential
Demonstrated high level curation skills in a festival or Performing Arts Centre environment	Essential
Previous experience in scheduling, and large event logistics.	Essential
Extensive experience in negotiating with and contracting key stakeholders, artists and third-party suppliers.	Essential
Ability to identify risks and implement effective strategies to manage this process and mitigate all identified risks.	Essential
Experience in managing and supervising staff members and festival/ event teams with the ability to accept responsibility for making decisions.	Essential
Outstanding communication and interpersonal skills.	Essential
Ability to operate with initiative and a high level of autonomy	Essential
Sound experience in developing and monitoring large scale budgets and financial reporting and managing variances	Essential
An ability to operate with initiative and with minimal supervision, to think laterally and solve problems	Essential
The ability to work within allocated resources and deliver on outcomes	Essential
Sound administrative skills including computer literacy in Word and Excel	Essential
The ability to manage large volumes of information under pressure	Essential
A good contemporary understanding of the arts/entertainment/music industry	Essential
Familiarity with working with and coordinating the involvement of multiple departments and key personnel, specifically marketing, development, production and ticketing agencies	Highly desirable
Experience preparing proposals for management consideration	Highly desirable
Experience with drafting funding applications	Highly desirable

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Signature of Incumbent:

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Date: