

<b>Position Title:</b>	Producer, OzAsia Festival
<b>Department:</b>	Programming
<b>Classification / Level:</b>	P&A6
<b>Ordinary working hours &amp; days:</b>	Working hours are primarily undertaken between Mondays and Fridays. During Festival periods, after hours work, including weekends, will also be required.
<b>Reporting to:</b>	Artistic and Executive Producer, OzAsia Festival
<b>Positions reporting to this role:</b>	Any delegated staff or internship roles associated with delivery of programs as required
<b>Significant working relationships:</b>	OzAsia Programming Team Head of Programming, Public Purpose Wider programming and Venue Sales team AFC managers and staff, including Marketing, Public Affairs, Publicity, Philanthropy, Corporate Partnerships, Technical and Production Artists, directors, visiting performing companies External Stakeholders including Ticketek
<b>Decision Making / Purchasing Authority:</b>	Within specified delegation limits set by Head of Programming – Public Purpose
<b>Special Conditions:</b>	Considerable out of hours work will be required. There will be a requirement to publicly represent OzAsia and AFC at media and public functions. Regular attendance at performances and other events. Intrastate and interstate may be required.
<b>Information on Adelaide Festival Centre</b>	Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre 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.
<b>Department Overview</b>	<p>OzAsia Festival is Australia’s leading annual arts festival engaging with Asia. Held over three weeks in Spring each year, the annual program includes a selection of inspiring theatre, dance, music, visuals arts, film, talks, and community events. The festival engages in presenting, co-producing and commissioning new contemporary work from Asia, Australia-Asia collaboration and exchange, and work by Asian Australian artists.</p> <p>The wider Programming Department 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.</p>

<p><b>Summary of Key Purpose:</b></p>	<p>In conjunction with the Artistic &amp; Executive Producer, OzAsia and other festival producers, develop and maintain excellent working relationships with OzAsia Festival funding partners and international and government relations.</p> <p>Write funding applications and partner reports and maintain excellent year-round communication with program stakeholders.</p> <p>Produce and deliver key areas of the OzAsia Festival internal programs, including In Other Words</p> <p>Coordinate inbound delegation schedules if required</p> <p>Develop and maintain excellent relationships with key internal and external stakeholders related to the program and partnerships.</p> <p>Ensure excellent program administration including writing documents to communicate annual program, correspondence with international arts and funding bodies, preparing internal meetings and general admin support for Artistic &amp; Executive Producer, OzAsia.</p>
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<p><b>Key Result Area / Accountabilities:</b></p>	
<p>In consultation with the Artistic and Executive Producer, ensure processes are in place for the smooth delivery of all elements of the festival.</p>	
<p>Assist when required in researching possible events and artists for inclusion in the OzAsia Festival and maintain artist materials records.</p>	
<p>Draft funding applications, program partner proposals, detailed post-festival reports and year-round correspondence including letters to various OzAsia Festival supporters and stakeholders.</p>	
<p>Review and update templates for regular festival and partner correspondence, including reports, where required.</p>	
<p>Review all OzAsia Festival partnership and funding agreements to collate and track deliverables for partnerships and ensure these deliverables are actioned. This includes maintaining ongoing positive communication with partners as well as communicating delivery requirements among internal departments such marketing, publicity, production and development as required and in a timely manner.</p>	
<p>Work with the Artistic &amp; Executive Producer, OzAsia as required on special projects such as international government relations, special government events, receptions, functions, year-round events and meetings.</p>	
<p>Manage the delivery of delegated areas of the OzAsia Festival program, such as the internal shows and In Other Words, including liaising with artistic companies at all stages of planning for the delivery of programs, sharing technical rider with production staff and managing against budgets, coordinating artist rider requirements, airfares, accommodation and freight, and checking final detail of events, times and schedules.</p>	
<p>Collaborate with OzAsia Festival production staff to review production requirements and budget for delegated programs and report all budget variances.</p>	
<p>Successfully collaborate with production, marketing, development and other departments to ensure all internal stakeholders needs taken into account in the delivery of delegated program areas.</p>	
<p>Collaborate with OzAsia Festival appointed guest curators to ensure smooth delivery of the literature and talks program.</p>	
<p>Oversee coordination of the literature and talks advisor group, including setting and attending meetings, monitoring the terms of reference, preparing meeting agendas and maintaining contact with members outside of regular meeting times to ensure smooth flow of communication and an effective steering committee operation.</p>	
<p>Collaborate with any non-Adelaide Festival Centre venues used during OzAsia Festival for delegated program delivery.</p>	
<p>Negotiate, draft and finalise contractual and other arrangements with all artists related to delegated areas of the program.</p>	

Process payment of all invoices as required and work with Finance staff to ensure actual expenditure is tracked monthly and compared against forecast budget. Report variances to Executive Producer.
Liaise regularly with contracted artists/agents regarding their engagement at OzAsia Festival (e.g. marketing materials, production information, travel and dietary requirements).
Supervise any delegated staff or interns assigned to program areas to ensure the smooth delivery of programs and that partner objectives are met. Where required, oversee and assist festival interns on administrative duties including Records Management and EBMS.
Arrange the requirements for visa arrangements and liaison with Department of Immigration, APRA licensing, accommodation, tax withholding variations, artist comp tickets and customs clearance for visiting artists.
Complete in-theatre ticket builds and liaise with Ticketek for seating holds.
Liaise with Marketing and Publicity to ensure media and publicity calls are included in artist itineraries.
Implement and maintain excellent administration and operating procedures to ensure the effective delivery of OzAsia Festival.
Ensure internal OzAsia Festival meeting times are set, agendas prepared and minutes/actions taken/distributed in a timely manner.
Perform any other duties as required within level of skills, experience and competence.
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, for all involved.
Abide by all AFC policies and procedures including OHSW, Customer Service and Records Management.
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.
<b>EBMS (Event Business Management System)</b>
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
<b>Records Management</b>
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.
<b>Work Health &amp; Safety Responsibilities (WH&amp;S)</b>
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.
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.

<b>Key Competencies:</b>	<b>Requirement</b>
<b>Qualifications / Education</b>	
Tertiary qualifications in arts management or related areas	Highly desirable
<b>Knowledge/Skills/Abilities</b>	
Previous experience working in programming or producing multi-arts festivals or performing arts centre contexts	Essential
Experience with negotiating and contracting artists and organisations	Essential
Excellent communication and interpersonal skills	Essential
Previous experience supervising staff	Highly desirable
A strong understanding of and interest in the arts/entertainment industry, particularly contemporary art by Asian/Asian Australian artists/companies, and/or Asian popular culture	Highly desirable
Excellent negotiating skills	Essential
An ability to operate with initiative and with minimal supervision	Essential
Ability to develop and monitor budgets	Essential
Excellent project or events management skills with ability to work within agreed budget.	Essential
Excellent writing skill with attention to word structure, grammar and clarity	Essential
Sound administrative skills including computer literacy in Word and Excel	Essential
A strong understanding of the arts/entertainment industry	Essential
A consultative team building style with the ability to accept responsibility for making decisions	Essential
Lateral thinking and problem-solving skills.	Essential
Experience preparing proposals for program and cultural partners	Essential
Experience with drafting funding applications	Essential

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Signature of Incumbent:

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Date: