



ADELAIDE FESTIVAL CENTRE

Position Description

Ref:

Issue No:

Date: Jan 18

Position Title:	Producer In-Theatre OzAsia Festival
Division:	OzAsia Festival
Department:	Programming and Development
Classification / Level:	P&A 6
Ordinary working days & hours:	Monday to Friday, during normal business hours. Close to and during festival periods, out of hours work will be required.
Reports to:	Artistic Director – OzAsia Festival
Positions reporting to this role:	Any Program Coordinator or internship roles associated with delivery of In-Theatre programs as required
Significant working relationships:	AFC Director, Programming and Development OzAsia Festival Creative Director AFC Visual Arts Curator OzAsia Festival Assistant Producer – Partners OzAsia Festival In-Theatre Production Coordinator All OzAsia Festival team including logistics, Production, Marketing, Development, Finance and Interns Artists, managers, visiting performing companies AFC management and staff Marketing Department team Production Services staff Finance Department Third Party Venue providers in Adelaide
Delegations:	Purchasing within delegated limits of authority
Special Conditions:	After hours work will be required, particularly during the Festival period Time in Lieu provisions to be negotiated and agreed in advance

Information on Adelaide Festival Centre	The Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the State. The 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.
Department Overview	OzAsia Festival is Australia's leading annual arts festival engaging with Asia. Held over two weeks in late September each year, the annual program includes a selection of inspiring theatre, dance, music, visuals arts, film, talks, and community events. The Festival also engages in co-productions and commissioning of new work with an emphasis on Australia-Asia collaboration and exchange. 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.
Summary of Key Purpose:	<ol style="list-style-type: none"> 1. Develop and maintain excellent working relationship with Artistic Director in areas of festival delivery for in-theatre programs, particularly theatre, dance, music and some areas of visual arts as required.

	<ol style="list-style-type: none"> 2. To produce and deliver key areas of the OzAsia Festival In-Theatre program including new commissions, major productions, programs and some exhibitions 3. To supervise any delegated staff or interns allocated to the areas of the in-theatre program to ensure programs are effectively delivered including artist liaison, visas, travel, logistics and administration 4. Develop and maintain excellent relationships with key internal and external stakeholders related to the in-theatre program and vision 5. Ensure excellent program administration in areas of contracts, budget control, visas, logistics, festival database software and general administration
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<p>Key Result Area / Accountabilities: (This position will:)</p>
<p>Manage the delivery of key areas of the annual OzAsia Festival In-Theatre program including international productions, Australian works, new commissions and collaborative projects including:</p> <ul style="list-style-type: none"> - liaising with artistic companies at all stages of planning for the delivery of productions - sharing technical rider with production staff and managing against budgets - Coordinating artist rider requirements - Checking final detail of events, times and schedules
<p>Collaborate closely with Artistic Director on development and support for new commissioning projects, new works, collaborations and artistic exchanges</p>
<p>Manage the delivery of any delegated areas of visual arts program in close consultation with Artistic Director and Visual Arts Curator</p>
<p>Collaborate with OzAsia Festival production staff to review production requirements and budget for in-theatre 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 the in-theatre program</p>
<p>Collaborate with OzAsia Festival appointed international producers assigned to manage particular country artists and programs to ensure smooth delivery of artistic program and meet objectives of international partners</p>
<p>Collaborate with any non-AFCT venues used during OzAsia Festival for in-theatre program delivery</p>
<p>Oversee all in-theatre venue bookings and holds both at AFCT and other venues and locations</p>
<p>As required, attend performances and events at the request of the Artistic Director and provide feedback</p>
<p>Negotiate, draft and finalise contractual and other arrangements with all artists related to the In-Theatre program</p>
<p>Maintain all contracts in system database and manage payment schedules for the Finance Department and monitor payments to artists, produce purchase orders where required</p>
<p>Liaise regularly with contracted artists/agents regarding their engagement at OzAsia Festival (eg marketing materials, production information, travel and dietary requirements).</p>
<p>Manage all Hotel bookings for OzAsia Festival</p>
<p>Supervise an in-theatre coordinator or staff intern on the coordination of artist riders, bookings for airfares, accommodation & freight for artists the development of accurate travel and accommodation schedules.</p>
<p>Arrange the requirements for visa arrangements and liaison with Dept Immigration, APRA licencing, accommodation, tax withholding variations, artist comp tickets and customs clearance for visiting artists</p>
<p>Complete in-theatre ticket builds and liaise with BASS for seating holds</p>
<p>Liaise with Marketing and Publicity to ensure media and publicity calls are included in artist itineraries.</p>
<p>Perform any other duties as required within level of skills, experience and competence.</p>
<p>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.</p>
<p>At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and which complies with the standards.</p>

Demonstrate appropriate behaviour and adhere to AFCT's policies and procedures in relation to EEO and the prevention of Bullying and Sexual Harassment in the workplace
Comply with all AFCT policies & procedures not limited to WH&S and Records Management.
EBMS (Event Business Management System)
Attend compulsory EBMS (Event Business Management System) Training and seek further EBMS Training as needed to perform this role.
Undertake EBMS reporting training in order to perform queries, sort & group data and produce different styles of reports as required by the job function.

Work Health & Safety Responsibilities (WH&S)
Comply with Adelaide Festival Centre Work Health & Safety policies and procedures by ensuring you protect your own safety and that of others within the workplace.
Provide input into WH&S strategies within the workplace
Report any unsafe working conditions or practices which could adversely affect your or any others', health and safety to Health & Safety Representative or your Manager.
Participate where required in audit processes.
Participate in corrective action processes where required and as directed.

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

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Signature of Incumbent:

Date:.....