

Senior Producer Position Description

Team	Artistic	PD Classification	Manager
Status	1.0 FTE	Effective Date	24 January 2025
Term	The position is for an initial fixed term contract of three years.		
Location	State Theatre Company's offices located on Level 1, Fowlers Building, corner North Terrace and Morphett Street, Adelaide		

SIGNIFICANT WORKING RELATIONSHIPS

Reports to	Executive Leadership Team
Direct Reports (by position title)	Artistic Director and Executive Director
Lateral Working Relationships	<ul style="list-style-type: none"> • Artistic Program Manager • Artistic Associate • Education Program Manager • Head of Marketing and Ticketing • Head of Production and Technical • Production Manager • Chief Operating Officer • State Theatre Company South Australia Chair and Board Members
Stakeholder Relationships	<ul style="list-style-type: none"> • Artists • Live performance sector locally (including regional SA), nationally and internationally • Funding agencies • Philanthropists and Corporate partners • Patrons • Subscribers and ticket buyers
Key External Liaisons	<ul style="list-style-type: none"> • Artists • Theatre companies, venues and festivals • Other live performance companies and cultural sector colleagues • Universities • Access service providers • Industry and representative bodies

POSITION SUMMARY

State Theatre Company South Australia's Senior Producer will play a crucial role in the planning, scheduling, programming and development of the Company's annual season of plays and its ancillary programs and events.

State Theatre Company South Australia's national profile and network of partners will be an area of focus for the Senior Producer who will work with the Artistic Director and Executive Director on initiatives including but not limited to increased touring and realising strategic partnerships.

The Senior Producer reports to the Executive Director and Artistic Director, and works closely with the Executive, Artistic and Education teams in the development and delivery of the Company's artistic activity. The Senior Producer also works with other heads of departments, aligning programming with the Company's broader strategic and operational objectives.

POSITION OBJECTIVES

- The position is committed to, and provides leadership to achieve, the creative vision and strategic goals of the company.
- The position develops and maintains stakeholder relationships with other producers, presenters (venues and festivals), and government and investment bodies to support future presentation opportunities.
- As part of a broader Artistic team, the position oversees the development and delivery of the Artistic program and each production.
- The position develops and delivers ancillary programs and projects that support the Artistic program, artist professional development, audience development, community engagement and other objectives.
- The position is a key liaison for the Company with artists and the arts and culture sector locally and nationally.

KEY RESPONSIBILITIES

- In conjunction with the Executive Leadership Team, establish project plans, budgets and timelines for projects.
- Undertake all work within the financial parameters established under Board-approved budgets.
- In collaboration with production creative teams, manage third party relations and internal stakeholders to ensure effective planning and project oversight across the Artistic program.
- Support the Artistic Director in the evaluation of the Artistic program.
- Support the implementation of a regional and national touring strategy.
- Work closely with the Education Program Manager to enhance and successfully deliver key Education activities, notably regular tours of works for a student audience.
- Develop and maintain strong relationships with potential co-producers, venues, festivals and others creative partners, locally and nationally.
- With the Artistic Director, identify potential productions and the resources required to deliver them, particularly identifying and applying for grant funding opportunities.
- Work with the Executive Leadership Team to develop and deliver ancillary activities that provide value to patrons and contribute to the Company's audience development and community engagement goals.
- Develop and manage contracts with third party creative partners, co-producers, presenters and investors as required for the full realisation of projects.

- Work with the Executive Leadership Team to document and report on all projects for internal, stakeholder and sponsor requirements including acquittals, annual reports and business plans.
- Ensure that all policies, procedures and work practices are implemented and adhered to and participate in risk assessments as required.
- Develop and implement community engagement activities as required for the Artistic program and individual productions.
- Develop and maintain strong relationships with stakeholders in areas that are important for the Company to meet its strategic objectives, for example with organisations representing First Nations and culturally diverse artists and communities, or people with lived experience of disability.
- Contribute to long-term strategic and artistic planning for the Company.
- Represent the Company at industry gatherings or forums as required.
- Develop a thorough understanding of key industrial relations practices to ensure the Company is a best-practice employer of artists and maintains safe and respectful creative workspaces.

SELECTION CRITERIA & PERSONAL ATTRIBUTES

- Minimum three years' experience in a producing role in the arts or similar creative industry.
- Demonstrated understanding of the processes for creating and producing theatre to a high professional standard.
- Demonstrated ability to manage complex and/or high-stakes projects involving multiple deadlines, budgets and stakeholder relationships.
- Demonstrated ability to work independently and as a part of a team.
- Exceptional administrative and organisational skills, attention to detail and ability to create and adhere to systems.
- Strong presentation, verbal and written communication skills.
- Excellent time-management skills and proven ability to prioritise tasks, manage competing deadlines and work effectively under pressure.
- Collaborative working style with ability to forge strong and positive relationships with internal and external stakeholders of the Company.
- Strong computer skills for database use and maintenance, email, Microsoft Office suite.

KEY PERFORMANCE INDICATORS

- Budgets, contracts and schedules are successfully managed, for the effective delivery of State Theatre Company South Australia's artistic program.
- Effective communication across all departments of the company to ensure productions are delivered on time and on budget.
- Timely communication with Executive, reporting on any issues or concerns occurring in the day-to-day management of the artistic program.
- Increased grant and other earned income brought to the Artistic program.

- Feedback received from company stakeholders including contracted artists, arts workers and industry stakeholders in relation to their experience working at State Theatre Company South Australia is of a positive nature.
- Positive relationships across key internal and external stakeholders.

SPECIAL REQUIREMENTS

Due to the nature of the position and the nature of working for a theatre company, a degree of flexibility and after hours work on evenings and weekends may be required.

Approvals

Title	Name	Signed	Date
Artistic Director	Petra Kalive		
Executive Director	Julian Hobba		

Revision Record

Date	Version	Status	Author	Reviewed by	Approved
Jan 2025	1.0	Final	Julian Hobba		