



# TEN DAYS ON THE ISLAND

## EXECUTIVE PRODUCER

### APPLICATION PACK

<b>Title:</b>	EXECUTIVE PRODUCER
<b>Location:</b>	Portside Building, 1-3 Spring St pataway/Burnie
<b>Immediate Supervisor:</b>	ARTISTIC DIRECTOR
<b>Final Report:</b>	CEO
<b>Period of Contract:</b>	Full time 3-year contract available. Commence January 2022.
<b>Remuneration:</b>	Negotiable. Salary range \$95,000 - \$105,000 per annum pro rata + 10% superannuation.

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#### OVERVIEW

Ten Days on the Island (Ten Days) was established by the Tasmanian Government in 2000 to develop and deliver a statewide cultural festival of national significance that provides opportunities for Tasmanian artists and companies to present their works to a wider audience, access for Tasmanian audiences to national and international artists and companies of the highest quality and helps to build Tasmania's professional arts infrastructure.

The biennial festival celebrates Tasmania's island culture and offers a platform on which to profile and promote Tasmania's innovative, creative and resourceful character and unique cultural identity.

Ten Days brings international recognition for Tasmania and demonstrates how the arts can positively influence a community's perception of itself and the image it projects to the world.

The next Festival is 3 – 19 March 2023.

#### PURPOSE OF THE POSITION

Reporting to the Artistic Director and CEO, the Executive Producer plays a vital role in the development and delivery of the biennial statewide festival.

The Executive Producer works with the Artistic Director to collaborate with artists, arts companies, producers, presenters and venues to select, commission and curate a program of creative projects which align with the vision and objectives of the Festival.

#### OBJECTIVES OF THE POSITION

To support the Artistic Director and Ten Days' team in the development and delivery of a statewide international arts festival program of performances, exhibitions and related activities, supporting Tasmanian artists and new work and presenting arts experiences to Tasmanians wherever they live.

## KEY RESPONSIBILITIES

The Executive Producer is responsible for:

### ARTISTIC PROGRAM

- Working with, and supporting, the Artistic Director to develop the artistic vision for the Festival in line with Ten Days' strategic direction and priorities
- In consultation and collaboration with the Artistic Director, providing expertise in initiating, developing and managing commissions and co-production and co-presenting opportunities with Tasmanian and international artists and arts companies
- Identifying, initiating and securing opportunities to present performances, exhibitions, installations and events by Tasmanian and international artists and arts companies which complement the Festival program
- Developing strategies and relationships for the development and delivery of the Festival program in regional locations throughout the state
- If required, taking responsibility for developing and delivering programming and industry partnerships as directed by the Artistic Director
- Identifying potential productions and exhibitions, future opportunities and needs, creative innovation and resources for partnerships in the wider arts sector.

### RELATIONSHIPS

- Collaborating with the Artistic Director to build strong and mutually beneficial relationships with stakeholders, including artists and arts companies, program and project partners, venue managers, funding bodies and other related parties
- Representing the Artistic Director in stakeholder meetings as agreed.

### OPERATIONS

- Working with the CEO and administration team in developing and managing budgets, contracts and schedules for all artistic and related projects and delivering the artistic program within the agreed budget
- Leading and directing the Ten Days' Festival team, overseeing recruitment and staff management systems and processes and ensuring that Ten Days' employment policies and performance standards are met
- Overseeing the engagement, contract management and operational management of artists, arts companies, venues and other contractors which provide services to Ten Days including on-ground support during the Festival
- Working with Ten Days' team (Marketing, Finance and Administration) to provide a clear and timely links between Festival operations to ensure that all financial forecasting and reporting is accurate and up to date
- Documenting and reporting on all projects for internal and external stakeholder requirements, including acquittals and annual reports within agreed timelines
- Collaborating and liaising with administration, technical, production, marketing, front of house, box office and other colleagues for optimum delivery of the Festival program
- Ensuring that all WH&S legislation, policies, procedures and work practices are implemented and adhered to and managing risk assessments as required.

## KEY RELATIONSHIPS

### External

- Artists
- Arts companies
- Producers
- Presenters
- Venues

### Internal

- Artistic Director
- CEO
- Program and Production team
- Marketing team
- Administration team

## SPECIFIC RESPONSIBILITIES

### PROGRAM AND PRODUCTION MANAGEMENT

- Research, manage and oversee the programming, technical, operational and logistical requirements of Ten Days' Festivals
- identify the requirements for artists presented by the Festival, including but not limited to technical specifications, schedules, fees, royalties, allowances, marketing and publicity, travel and accommodation, insurance, visa/immigration, technical requirements and tax documentation as required
- Oversee the booking and management of all aspects of international and domestic travel, ground transport, accommodation, visa applications, and accreditation for confirmed artists
- Manage and oversee the preparation of all itineraries, production and operation schedules for artists, Festival staff, venues and other relevant stakeholders as required
- Work with the Ten Days' team on the preparation of information for grant applications and acquittals and partnership proposals
- Work with Ten Days' staff to ensure that all program information is accurate and collated in a timely manner to produce marketing and promotional materials
- Oversee the collation and storage of data and statistics from events
- Ensure all responsibilities for artists are met and comply with relevant legislation including but not limited to taxation, industrial relations, royalties' payments, APRA and immigration
- Oversee the coordination of all production aspects of the Festival, including but not limited to venue bookings, bump in and out, operations staffing, unaccompanied cargo, customs and quarantine (including accompanied cargo), risk assessment and management, permits and licences, insurances (including Public Liability, marine, vehicle and property) and ensure they meet the highest professional standards and are compliant with legislation
- Oversee liaison with venues on the technical and logistical requirements for events and the preparation and distribution of appropriate documentation to relevant stakeholders
- Oversee the management of occupational health and safety, risk assessment, reporting, public approvals and compliance with laws regarding the holding of events including specific requirements in relation to Public Health and COVID

## **CONTRACTING**

- Oversee the negotiation, booking, issuing, tracking and processing of all contracts and/or letters of agreement with artists, arts companies and venues related to the programming and presentation of events
- Disseminate all relevant contractual information to staff as required to ensure all obligations to artists, co-producers, venues and partners are met
- Negotiate and coordinate all programming and production staff employment contracts.

## **FINANCIAL AND STAFF MANAGEMENT**

- Manage the program and production budget, in consultation with the Artistic Director and CEO
- Develop and prepare event budgets, in consultation with the Artistic Director and CEO and other relevant staff
- Be responsible for the management and monitoring of event budgets
- Recruit and supervise programming and production staff and external contractors as needed, in consultation with the Artistic Director and CEO and within the agreed budgets
- Supervise and delegate tasks as appropriate
- Conduct performance and/or timeline reviews (including exit interviews) as needed with programming and production staff and provide written documentation to the Artistic Director and CEO if needed.

## **COMMUNICATIONS**

- Work collaboratively with all members of Ten Days' team to ensure open and clear communications
- Develop and maintain effective relationships with artists, agents, companies, arts festivals and organisations, venues and other relevant external agencies for the implementation of the Festival program
- Provide information for Board reports and attend Board meetings if requested
- Participate in regular staff and departmental meetings

## **GENERAL**

- Attend Ten Days' events and functions as required
- Any other duties as reasonably requested by the Artistic Director and CEO.

## **WORK HEALTH & SAFETY, EQUAL OPPORTUNITY, DISCRIMINATION & HARASSMENT**

Ten Days is committed to high standards of performance in relation to Workplace Health and Safety and Equal Employment Opportunity. All staff will comply with company policies and procedures and maintain zero harm working conditions and practices. Ten Days does not tolerate any form of harassment or discrimination and aims to ensure respectful, harmonious professional relationships.

## **OTHER INFORMATION**

- Frequent intrastate and some interstate travel will be required

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## SELECTION CRITERIA

### Essential

1. Substantial experience at a senior level as a producer and/or manager working with an Artistic Director, contributing to the vision and direction for a festival.
2. Proven ability to initiate, develop and deliver large scale public participation programs and develop local, national and international networks, to create, present and tour new work.
3. Significant experience in the management of complex arts projects from concept to completion, in interpreting and coordinating event requirements and of scoping and managing project budgets and resources.
4. Demonstrated ability to initiate and develop programs and negotiate and manage contracts with a range of artists, producers and presenters locally, nationally and internationally.
5. High-level understanding and experience of working with professional artists and a sound knowledge across the various arts disciplines.
6. Significant experience in establishing partnerships and maintaining effective relationships with arts and community stakeholders.
7. High level administration experience and expertise recruiting and managing a team.
8. Excellent communication skills with an evident ability to work with a diverse range of people including artists, presenters, stakeholders and the community

### Desirable

9. Relevant professional or tertiary qualification in arts, event management or related disciplines.
10. Good working knowledge of the arts in lutruwita/Tasmania.
11. Experience working in regional communities and non-traditional venues.

## WORK CONDITIONS

This position is based in pataway/Burnie, lutruwita/Tasmania.

Considerable intrastate travel will be required.

Normal hours of work will be 9 am to 5 pm with a daily lunch break of one hour; however, there will be times when considerable out-of-hours attendance will be needed. Hours of work will include weekend and on-call response during the lead up to and throughout the 2023 Festival and other Ten Days' events.

## TIME IN LIEU

Ten Days has a Time in Lieu (TOIL) policy for full-time PAYG staff members of six months' duration or longer. TOIL policy details will be found in your contract of employment along with the process of accruing and using TOIL.

## ANNUAL AND SICK LEAVE

Subject to the terms and conditions of the employment contract, the Employee will be entitled to

- holiday leave accrued pro rata at the rate of four weeks for every 52 weeks worked. No leave loading will be paid.
- personal leave of 10 days per annum (pro rata). No payment is made for unused personal leave during the contracted period.

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## HOW TO APPLY

Ten Days is an equal opportunity employer and welcomes applications from all sections of the community. Please address your application to Vernon Guest CEO and send to [info@tendays.org.au](mailto:info@tendays.org.au) with Application for Executive Producer in the subject line.

Your application should include a cover letter, a brief document that addresses the selection criteria and your CV. You only need to address points 1 – 8 of the Essential Criteria.

Applications must be received by **10am Monday 29 November 2021**.

If you have any questions about the role or the application process, call Vernon Guest on 03 6406 0200