

POSITION DESCRIPTION

Associate Producer

Employment Basis:	Permanent Part-Time
Hours of work:	Three days a week (flexible)
Reports to:	Hayes Theatre Co General Manager
Remuneration:	\$55,000.00 pro rata, superannuation at 9.5%, annual leave and personal leave allowances

Overview

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Selection Criteria

- Experience producing cultural events and activities: the ideal candidate will have worked in independent theatre, festivals, company management or arts administration
- A genuine passion for the performing arts, a love of musical theatre and an understanding of the arts industry in Australia
- An understanding of the creative process and realising an artistic vision
- Demonstrated ability to manage projects involving multiple deadlines, budgets and stakeholders
- Excellent written and verbal communication skills
- Extremely well organised, with the ability to create and adhere to systems
- Experience with contract management, casting and scheduling
- Entry to mid-level marketing experience, esp. social media, content creation and copywriting
- The ability to work independently and as a part of a small team
- A willingness to work across all areas of the company
- Self-awareness and a genuine concern for the welfare of others

Key Responsibilities

- Understand, embody and promote the company's mission, its policies and ethical direction.
- Maintain a high level of professionalism in interactions (be these in person, via telephone or email) with stakeholders and company staff.
- Ensure Hayes productions are delivered with integrity, on time and within budget.

Key Relationships

- The Associate Producer must maintain good relationships with the following parties:
- In The Pipeline (Arts) Pty Ltd Board, Management and Staff
- Rights holders or their agents or representatives
- Production creative teams including Director, Musical Director, Choreographer, Production Designer, Lighting Designer, Sound Designer and Production Manager
- Artist's agents
- Artists and musicians
- Production and venue sponsors and supporters

REPORTING

The Producer will report to the General Manager.

It is understood that the Associate Producer will undertake other work opportunities during the term of the contract. Any work that may constitute a conflict of interest must be declared prior to accepting any contract. It is expected that first preference will be given to Hayes Theatre Co events in the event of any clash of dates.

DUTIES OF THE ASSOCIATE PRODUCER

HTC Presented Productions

- Assist the Executive Producer and General Manager with the selection of the creative team for each in-house production (includes director, musical director, choreographer, set & costume designer/s, lighting & sound designers)
- Work with the key creative team on casting requirements, arrange auditions, make offers, produce and distribute contracts for all company members
- Produce and maintain all production documentation
- Organise any necessary travel and accommodation
- Oversee the creation of a marketing plan including social media campaign, marketing collateral - key image, flyers, posters, online images, marketing blurb and production program in line with established Hayes Theatre Co conventions
- Oversee the creation of the play program, including collating headshots, biographies, director's note, advertising and company information
- Book rehearsal space for each production
- Work with the appointed publicist on publicity plan
- Work with the Stage Manager to ensure the smooth running of the rehearsal room
- Actively support the safety and well-being of all company members
- Assist Hayes Technical and Production Manager to ensure production is delivered on time and within budget. Attend all production meetings.
- Provide regular updates to the General Manager and Executive Producer
- Be in attendance during bump-in and tech. Note that this will require a full-time week approximately 4 times a year (time provided in-lieu).

Other responsibilities

- The Associate Producer will be responsible for organising all auditions and workshops held at Hayes, including:
 - Liaising with agents and artists
 - Facilitating meetings between participants
 - Creating workshop documentation
 - Developing schedules and ensuring panellists, workshop leaders and participants are kept up to date
 - Liaising with Hayes Technical and Production Manager regarding technical requirements
 - Keeping a visual record of the event: stills photography, or organising archival footage
 - Preparing a post-event report for stakeholders
- The Associate Producer will work with the General Manager and relevant committees to produce Hayes events, including:
 - Fundraising events
 - Annual season launch
 - Concerts
- Other responsibilities as directed by the General Manager.

The Associate Producer will be appointed on an initial 12-month contract, subject to a three-month trial period.

How to apply

Send a cover letter addressing the selection criteria, together with your CV (maximum of two pages) to will@hayestheatre.com.au by Friday 26 April. Please include details of two referees.