

## Position Description

<b>Job Title</b>	Executive Producer
<b>Reports to</b>	Artistic Director/CEO
<b>Location</b>	Darebin Arts Centre, Preston/Work from Home
<b>Salary Details</b>	\$82,600 pro rata
<b>Position type</b>	EFT 1.0
<b>Employment duration</b>	3 year contract, starting February/March 2022, with extension dependent on performance.
<b>Entitlements</b>	9.5% superannuation, work cover and leave conditions apply, in addition to salary. Some out of hours work is expected.

### About Speak Percussion

Speak Percussion (*virtuosic & adventurous* – New York Times) is one of Australia's leading arts organisations; it employs Australia's finest creatives and has a 21-year history of commissioning, performing and creating award winning new interdisciplinary music work. Ranging from solo concerts to massed sound events, Speak Percussion's projects are ambitious and risk-taking and are presented throughout the world in prestigious venues and Festival contexts.

### About the Position

The Executive Producer will hold a central role within Speak Percussion. Working in close association with the Artistic Director, the Executive Producer (EP) will work to deliver ambitious and innovative arts projects both nationally and internationally whilst maintaining the operations of the organisation.

The EP is responsible for the operations, management, fund raising, finances and communication systems between staff, board and stakeholders.

The EP will play a pivotal role in shaping the strategic direction of the organisation playing a major role within a small team.

Speak Percussion's strong position as a small-to-medium organization, with a significant international reputation provides a unique opportunity for an EP looking to work with high calibre Festivals, venues and presenters throughout Australia and abroad.

**Location:** Speak Percussion has an office at the Darebin Arts Centre, Preston a studio facility in Thornbury and storage in Thomastown but there is scope for the EP to do a proportion of their work from home or a remote location.

### **Selection Criteria**

- Experience producing and managing projects, particularly in the arts sector
- Demonstrated professional experience in arts administration or business management
- Finance skills
- Fundraising success (e.g. government grants, private giving and philanthropy)
- A genuine passion for contemporary performing arts

### **Skills**

- Excellent oral and written communication skills
- High level administrative and organisational skills
- Strong financial management skills (experience with either XERO or MYOB & lodging tax payments)
- Highly developed interpersonal skills
- Ability to work independently and show self-initiative
- High-level computer literacy
- Fluency in working with Mac and Microsoft Office software

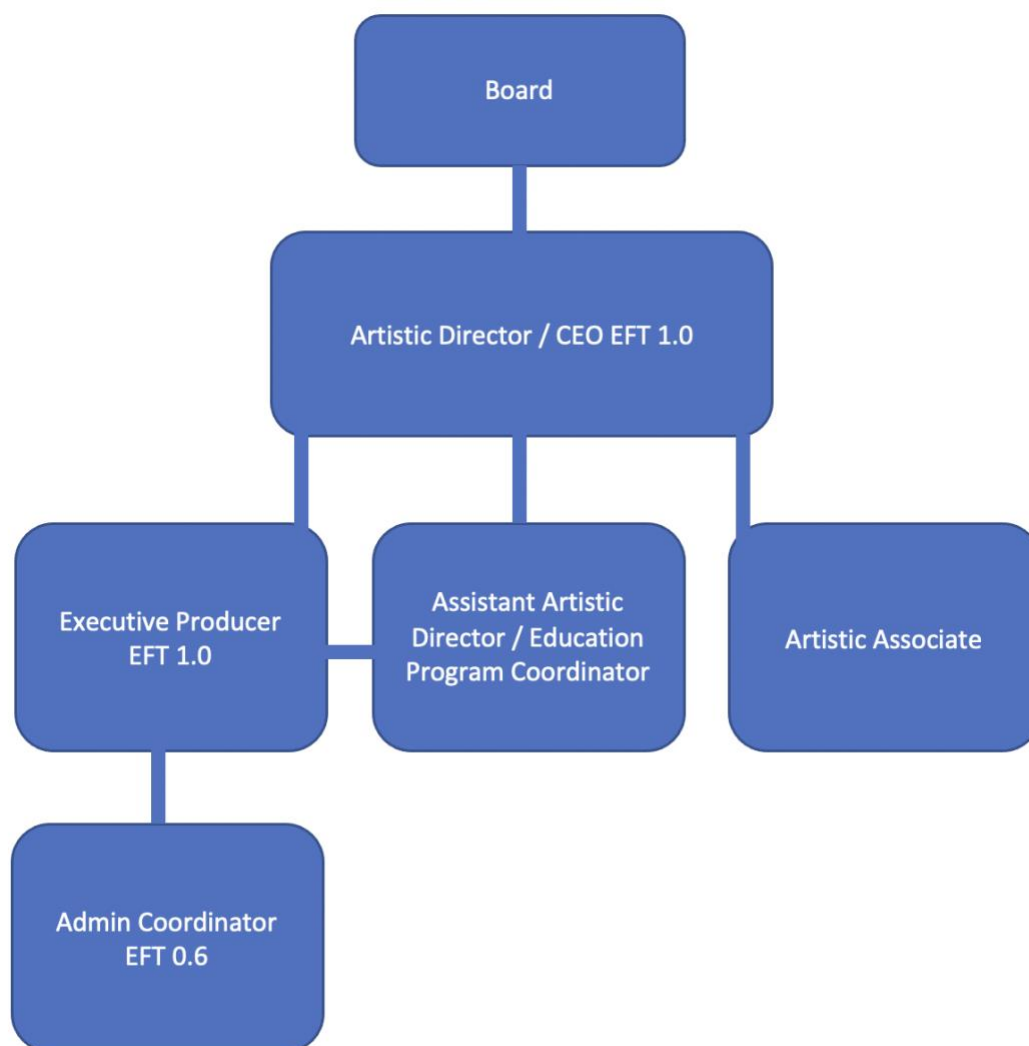
### **Personal Characteristics**

- Consistency and attention to detail
- A positive and enthusiastic demeanour
- Thrives in a dynamic and changing environment and can prioritise accordingly
- A genuine passion for contemporary performing arts

### **Knowledge and Experience**

- Professional experience in an EP, general manager or arts administrator type role
- Staff management
- Producing and managing projects, particularly in the arts sector
- Accounting and book keeping
- Fundraising through the private and philanthropic sector

## Reporting Lines



## Duties

### **Development & Planning**

- With the artistic director identify and secure presenters, venues or other partners for the company's artistic program
- Advocate for Speak Percussion and its artistic output
- With the artistic director lead a yearly strategic planning day and maintain and execute the business plan
- In conjunction with the artistic director, manage the preparation and submission of applications to government bodies, foundations, and philanthropists to support the organisation and its program of activities.

- Maintain and manage the company's database of partners including foundations, corporate sponsors and individual donors.
- Manage and deliver the acquittal of all government, foundation and sponsorship agreements
- With the artistic director, maintain effective relationships with AAO key funding stakeholders

### **Administration**

- Develop and maintain systems to ensure the smooth delivery of Speak's artistic program
- Assist with the preparation of board meetings including scheduling, the preparation of agendas, minutes and the maintenance of appropriate records and other duties as directed
- Development of annual organisational budgets in consultation with artistic director for sign off by board
- Oversight of the company's financial account-keeping and payroll
- Development of project budgets for sign off by the board. Control, monitor and manage expenditure in accordance with the project budget and reporting against approved budgets
- Deliver financial reports for the preceding month, including profit and loss, balance sheet, cash flow and forecast
- Oversee the end-of-year financial reporting required of the organisation in terms of financial reports for the board, statements submitted to ACNC and for the annual audit.

In collaboration with the Artistic Director, negotiate bookings, fees and contracts with presenters, including venues and festivals, in accordance with approved budgets

- Oversee the preparation and administration of musician contracts and sign off on contractor payments for processing by bookkeepers
- In collaboration with the Artistic Director, drive the acquisition of concert, festival and touring opportunities locally and abroad
- Oversee the Marketing Manager to implement Marketing, Communications and Public Relations Strategy

### **Human Resources**

- Manage organisational and casual staffing including recruitment in cooperation with the artistic director and board

- With the artistic director, assist in providing a positive working environment for all permanent, part time and casual staff
- Negotiate contracts on behalf of the AAO with presenters, venues (including rehearsal venues), musicians and other artists, recording studios and other third parties in accordance with project templates and/or project budgets.

**Business Development:**

- Management and responsibility of all finances ensuring projects keep to budget constraints, in consultation with the Artistic Director and with support from bookkeepers
- Fundraising, including identifying, securing and servicing government, philanthropic and corporate support
- Identify and act upon business opportunities in a strategic and dynamic manner
- Ongoing implementation of the Business Plan

**Program Management:**

- Manage all artistic, community and education projects
- Staff management and liaison with program partners
- Management of operations and production schedule
- Implement the marketing strategy
- Prepare and manage all internal and external contracts with artists, supporters, staff and key stakeholders

**Applications should include an up-to-date C.V. (including references) and a cover letter addressing the Selection Criteria submitted as a PDF via email to Artistic Director Eugene Ughetti at Speak Percussion – [eugene@speakpercussion.com](mailto:eugene@speakpercussion.com) by COB Friday the 28th January 2022.**

**Interviews will be conducted after hours in early February 2022.**

For enquiries regarding this role or Speak Percussion please contact Eugene Ughetti on 0401 079 173 or [eugene@speakpercussion.com](mailto:eugene@speakpercussion.com)