

SPARE PARTS PUPPET THEATRE

Producer

\$55 - \$60,000 per annum

Spare Parts Puppet Theatre is seeking a full-time Producer to join our small, dedicated team in Fremantle.

The Producer works closely with the Executive Producer on the development and implementation of key projects of the organisation including, but not limited to state, national and international touring; artist training and development programs; new work developments; the company's access programs; and festival and event presentations.

The successful applicant will be highly motivated with an ability to problem solve and innovate, have the ability to multi-task and manage competing deadlines, have well-developed communication and interpersonal skills, and will work well as part of a team.

The role requires experience both in project management, preferably in the arts, and relationship building.

ABOUT US

Based in Fremantle, Spare Parts Puppet Theatre is Australia's flagship puppetry company and a driving force in the puppetry landscape in Australia since 1981. Through puppetry we share stories that celebrate what it is to be human; connecting audiences across generations.

Over the course of our 38-year history we have entertained and enriched the lives of tens of thousands of audiences members both in Australia and abroad.

The company is lead by Artistic Director Philip Mitchell and Associate Director Michael Barlow who work with artists from our well-established and ever-growing pool of Company Associates offering skills in writing, design & performance for puppetry.

Our annual artistic program includes performances at our home theatre in Fremantle, touring to schools, theatres and festivals across Australia and abroad, puppetry workshops for children and adults, and artists training and development programs and has an annual audience and participant reach of more than 80,000 people.

SELECTION CRITERIA

The successful applicant will possess the following skills and experience:

- Minimum five years working in the arts / in creative teams
- Tour development (scheduling, planning, relationship management)
- Project development and delivery skills
- Budget and financial skills
- Strong interpersonal communication skills
- Capacity to work autonomously, manage deadlines and show initiative
- Computer skills
- Drivers License
- Experience writing and acquitting funding applications preferred

HOW TO APPLY

To apply send a **cover letter and a current CV with a minimum of two referees** to ep@sppt.asn.au by the closing date. The cover letter should address the Selection Criteria as listed above.

Applications close at **Midnight on Sunday 5 August 2018.**

Interviews will be held during the week beginning 6 August 2018.

For more information contact: Natalie Bell, Executive Producer, ep@sppt.asn.au or Philip Mitchell ad@sppt.asn.au, 08 93355044

PRODUCER

38 hours per week, \$55 - \$60,000 per annum

FUNCTION OF THE POSITION

The Producer is responsible for driving the delivery of company projects across touring, marketing and communications activities including promotion and development of existing and new project and programs.

ORGANISATIONAL RELATIONSHIP

Reports to the Executive Producer

DUTIES

Touring

- Lead the delivery of state, national and international touring projects including liaising with venues, arranging accommodation, booking flights, developing schedules, contracting artists, reporting and debriefing with venues, artists, crew, and funding partners, and preparation of royalties statements.
- Work with the Executive Producer on the development of new state, national and international touring projects including communications with key touring stakeholders, itinerary development, grant applications, and other project planning.
- Lead the delivery of the Go for 2&5 Regional Touring program, including liaisons with schools, bookings, tour scheduling, booking of venues, travel and accommodation
- Work with the Executive Producer with high-level relationship management with key partners and stakeholders including, but not limited to, Healthway, Principals, and Regional Education Officers.
- Coordinate the development and distribution of touring marketing materials for regional schools tours and state, national and international touring.
- Work with the Marketing & Communications Officer on the development and delivery of marketing materials and activity for state, national and international tours.
- Coordinate end of tour royalty reconciliations and required reporting, including reporting to key stakeholders

Festival & Events

- Develop strategies for increasing Festival & Event activity.
- Lead the delivery of Festival & Event presentations including liaising with clients, contracting, scheduling, and vehicle hires.
- Work with the Marketing & Communications Officer to develop marketing strategies for Festival & Event works and presentations to value-add for clients and to promote the Spare Parts Puppet Theatre brand.

General

- Coordination of special projects, as required.
- Oversee project budgets and financial reporting on projects.
- Work collaboratively with other Company staff, including administrative, artistic and production staff.
- Other duties as required by the Executive Producer.

SKILLS & EXPERIENCE

- Minimum five years working in the arts / in creative teams

- Tour development (scheduling, planning, relationship management)
- Project development and delivery skills
- Budget and financial skills
- Strong interpersonal communication skills
- Capacity to work autonomously, manage deadlines and show initiative
- Computer skills
- Drivers License
- Experience writing and acquitting funding application preferred

HOURS

Thirty eight (38) hours per weeks between the hours of 8.30am and 6pm Monday to Saturday in consultation with the Executive Producer.