



SPARE PARTS PUPPET THEATRE

Executive Producer

\$90,000 - \$92,000 per annum

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

The Executive Producer works closely with the Artistic Director / CEO and Board of Management and is ultimately responsible for the Company's business operations and annual program delivery.

The successful applicant will have strong management skills, with an ability to plan, organise, coordinate and facilitate the many activities and functions of the Company while also contributing to strategic planning processes. The position manages a team of four direct reports plus casuals and contractors.

The role spans operations management, human resources, marketing and communications, financial management, fundraising, and producing. Applicants with skills in these areas will have an advantage. Experience working in the arts sector is essential.

Spare Parts Puppet Theatre has a strong commitment to inclusivity and diversity. People who are First Nations, living with disabilities, identify as LGBTIQ+, are from culturally diverse backgrounds are encouraged to apply.

ABOUT US

Based in Fremantle, Spare Parts Puppet Theatre is a driving force in the puppetry landscape in Australia. Through puppetry we share stories that connect audiences across generations.

Over the course of our 40-year history we have entertained and enriched the lives of hundreds of thousands of audience members in Australia and abroad.

The company is led 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 200,000 people.

Learn more about us at www.sppt.asn.au

SELECTION CRITERIA

The successful applicant will possess the following skills and experience:

- Experience working in the arts industry in a management role
- Demonstrated ability to plan and think strategically
- Experience managing complex projects
- Experience developing, monitoring and reporting on budgets
- Experience managing staff and/or teams
- Excellent communication and interpersonal skills

HOW TO APPLY

To apply send a **cover letter (3 pages max) and a current CV with a minimum of two referees** to ad@sppt.asn.au by the closing date. The cover letter should address the Selection Criteria as listed above.

Applications close at **Midnight on 16 May 2021**. Interviews will happen during the week beginning 24 May. Preferred starting date for the position is **Monday 21 June 2021**.

For more information contact: Philip Mitchell, Artistic Director, 08 9335 5044, ad@sppt.asn.au

EXECUTIVE PRODUCER

FUNCTION OF THE POSITION

The Executive Producer is ultimately responsible for the Company's business activities and is answerable to the Artistic Director / CEO.

ORGANISATIONAL RELATIONSHIP

Reports to the Artistic Director / CEO

DUTIES

Planning

- Formulate and co-ordinate strategic plans to pursue the Company's goals.
- Develop market opportunities where possible.
- Budget and plan the annual program in liaison with the Artistic Director.
- Represent the Company in a range of public duties and forums.

Administration

Responsible for the conduct and operation of all administrative functions of the Spare Parts Puppet Theatre – including:

- Maintenance and review of all contracts entered into by the Company, so as to ensure that the Company and executive Committee is aware at all times as to the extent of their collective and individual liabilities.
- Conducting such meetings as necessary to ensure an efficient cross flow of information between all sections of the Company.
- Assist in the administration of the operations of the Board of Management and providing advice/information regarding financial position, staffing, marketing, publicity and other issues as necessary.
- Preparation of Board and Committee Agendas, Papers and Minutes.
- Maintaining and managing the premises from which the Company operates. Liaison with the City of Fremantle and the Department of Culture and the Arts on all matters concerned with the development of the Short Street site and premises.
- Negotiation and overseeing all tours that the company may undertake.
- In liaison with the Artistic Director, develop and implement the company's annual program of activities including scheduling and artist contracting.
- Work with the Artistic Director / CEO and Board of Management on the development of Strategic Business Plans and accompanying Operational Plans.
- Work with the Artistic Director, Associate Director and guest artists on the development of new works, including developing relationships with artistic and/or presentation partners, negotiation of rights and development of funding and sponsorship applications to support the work.

Funding, Fundraising and Sponsorship

- Preparation and thereafter monitoring of all submissions to government bodies and sponsors to ensure that all conditions are complied with.
- Apply for and acquit other grants, sponsorship and philanthropy submissions
- Generate income through sponsorship, fundraising, donations, merchandise and other areas.

Finance

- Preparation, in liaison with the Artistic Director, of all budgets and management of current and future year expenditure and income.
- Oversee the maintenance of accounts and prepare financial reports and cash flows for the Board.
- Oversee payroll administration and annual audit.
- Ensure that Spare Parts Puppet Theatre fulfils its legal and financial obligations.

Marketing

- Manage marketing processes, foster good public relations and enhance the image of the Company.
- Develop annual and project marketing plans and pricing strategies.
- Implement and oversee market research.
- Monitor results and adjust programs as necessary to maximise objectives of the Company.

Human Resources

- Devise and implement personnel policies, including policies for staff development and remuneration and foster a high level of staff morale.
- Provide contracts of employment for all staff, including permanent staff, performers, key artists and contractors, and negotiate appropriate rights and royalties.
- Represent the Company in negotiations with unions and other industrial groups.
- Ensure Company compliance with human resources legislation.

General

- Develop and maintain a close relationship (both formal and informal) with funding bodies such as the DLGSC and Australia Council to ensure members of those organisations are sensitive to the role and mission of the Company.
- Through relating to the wider arts community, maintain a sound knowledge of current trends in the Arts industry.

HOURS

Thirty eight (38) hours per week between the hours of 8.30am and 6pm Monday to Saturday in consultation with the Artistic Director / CEO.

PERFORMANCE MEASUREMENT

Performance will be measured through regular feedback and annual position review with the Artistic Director / CEO. Consideration will include, but not be limited to:

- Demonstrated internal and external relationship development and management targeted to the Company's business plan.
- The long-term profitability and sustainability of the Company as indicated by revenue raised through grants, sponsorship, ticket sales and performance fees.
- Role-specific KPI's to be discussed.