

APPLICANT PACK

MA



[gameboy] by Amy Zhang
Presented by Metro Arts and Mad Dance House
Image: Jade Ellis

PRODUCER

ABOUT

WEST VILLAGE
WEST END | BRISBANE | QLD

METRO ARTS



Metro Arts creates exceptional artists. We are a national leader in artist development across visual and performing arts.

Metro Arts is Queensland's leading multi-arts incubator dedicated to the development of independent artists. Over our 43-year history, Metro Arts has been a launch pad and provided ongoing support for career trajectories for some of Australia's finest artists across visual and performing arts.

At Metro Arts we champion new work and emergent arts practice because these are the stories and artforms of the future – these are the ones that will make new ways of seeing, thinking and feeling possible.

OUR PROGRAM

Each year, Metro Arts presents a 12-month practice-led professional development program, which results in the public presentation of premiere performance and exhibition works.

ART IS WHERE WE LIVE

We are a passionate and highly skilled team committed to placing the journey of the artist at the centre of all that we do.

Every day within our galleries, theatre, workshops and studio spaces, there are artists taking risks, experimenting, developing and creating.

Today our head office is in West End, Brisbane, equipped with state-of-the-art galleries, artist studios and theatre facilities – all located down the old Peters Ice-cream Factory Lane, within the thriving West Village precinct.

Our sister-workshop facility at Norman Park provides vital space for artists to create, build and experiment.

ABOUT THE POSITION

Together with the Exhibition Program Curator, the Producer is a crucial role in the development and implementation of Metro Arts' Artistic Program.

Working under the direction of the Executive Director and the guidance of the Artistic Associate – Performance, the Producer will work closely with programmed performance artists and key stakeholders to deliver outcomes in Metro Arts' Performance Program. Key outcomes include the Performance Presentation Program, the Creative Development Program, further key artist development programs undertaken by Metro Arts, and key touring productions selected through pipeline development with Metro Arts.

ROLE PARTICULARS

- Reports to the Executive Director.
- Team Reporting: The Producer may oversee Associate Producer/s in this role.
- This is a part-time position of 0.8FTE across the term.
- Salary is \$80,000 pro rata (based on a 37.5 hour week) plus statutory superannuation.
- Appointment is a fixed term contract for a 12 month period, with the opportunity for renewal after this initial 12 months.
- Preferred start date is 11 November 2024.
- Metro Arts closes for a 1 week mid-year break in either June or July, and a 2 - 3 weeks summer break from mid-December to early/mid-January annually.
- 5 weeks annual leave pro rata.
- The position is based at Metro Arts in West End, Brisbane, Queensland.

SPECIAL CONDITIONS

- The Employee will have fixed days in the office to be negotiated with the Employer; however, some flexibility will be required in the delivery of projects, and the attendance of networking and professional development events. Time off in Lieu will be negotiated for any such additional hours.
- Travel may be required in undertaking this position and the Employee must be available for these opportunities noting weekly hours may alter when travel is required. Time off in Lieu will be negotiated for any such additional hours.

KEY RESPONSIBILITIES

Program Management

- In collaboration with key Metro Arts personnel, develop and manage operational systems that contribute to the efficient administrative operations of the Metro Arts Program including program applications, grant writing and program reporting;
- Co-ordinate Metro Arts' open callout for performance programs including promoting, assessing and administering applications under the advice of Artistic Associate – Performance, Executive Director, and the Performing Arts representative of the Metro Arts Board;
- Work in collaboration with the Artistic Associate – Performance to design and implement the professional development framework based on the needs of individual artists or collectives programmed;
- Coordinate key milestone check-ins based on artist professional development frameworks and report back to the Artistic Associate – Performance and Executive Director as required;
- Work in collaboration with the Artistic Associate and Executive Director to strategise the pipeline for key works from creative development through premiere and national/international touring;
- Mentor emerging producers and artists as directed including on specific programs and initiatives offering professional development;
- Under the guidance of the Executive Director, coordinate program budgets and work with the Financial Officer to ensure accurate financial reporting; and
- Under the guidance of the Executive Director, support with the writing and submission of grant applications, and subsequent acquittal reporting to stakeholders.
- Under the guidance of the Executive Director and support of the Artistic Associate manage relationships with key industry project or program partners.



Producing

- Manage the delivery of programmed works in development and presentation, facilitating the relationship between the artists and the wider Metro Arts team;
- Work in collaboration with the Technical Coordinator in the technical delivery of Metro Arts' Performance Program and further productions and/or events as required;
- Provide producing, administration and management assistance and guidance for selected projects from independent artists to enable them to produce performance work to the highest artistic and technical standards;
- Work with artists and/or independent companies to identify goals and strategies for their artistic project and develop realistic project plans and timeframes for the realisation of those goals;
- If applicable, assist artists with financial management including control and monitor income and expenditure and acquit individual project budgets to ensure projects run to budget;
- Where appropriate, assist artists to identify sources of funds and prepare submissions and grant applications;
- Where appropriate work with the Finance Officer to manage auspiced funds for programmed artists, including acquittals and reports for stakeholders; and
- In collaboration with Metro Art' Marketing Department, assist artists with marketing and publicising themselves and their work for the purpose of raising their profiles and that of their work.

Touring

- Working with the Artistic Associate – Performance, promote and sell performance works for touring by identifying and actively pursuing appropriate opportunities for on-selling of Metro Arts produced work in a local, national and international context through the building and maintenance of relationships with key presenters, and pitching works in industry forum;
- Liaise with artists about their ambitions for their practice and ensure market development strategies are aligned with artists objectives;
- Support and implement the market development of each work in collaboration with the Marketing Department;
- Ensure that each production/tour is staged to the highest professional standard, on time and to budget;

Touring cont.

- Liaise with artists and presenters about their needs in relation to productions/tours and tailor producing approach according to these needs;
- Develop and maintain effective budgets, funding proposals, tour and production schedules, contracts and pay schedules for each production/tour;
- Ensure all royalties, necessary copyright and industry agreements are organised and agreed for each production/tour;
- Working with production/tour specific staff, maintain comprehensive records for each production/tour for archival and remount purposes;
- Provide a full and comprehensive Producer's report on the conclusion of each production/tour, including artist and crew evaluations, an assessment of how well it succeeded, its strengths and weaknesses, and suggestions for the future; and
- Comprehensively acquit grants, if required.

Promotion of Metro Arts Program and Artists

- Develop and maintain relationships with relevant local, national and international companies, organisations, individuals, festivals, government agencies and funding bodies to optimize these relationships in order to effectively access national and international markets for new work; and
- Keep abreast of the latest contemporary arts developments locally, nationally and internationally.

General

- Prepare reports for the Metro Arts Board of Directors on activities.
- Undertake other occasional duties within the goals and scope of this position description, even if not specifically listed.
- Adhere to the Metro Arts Code of Conduct and other Metro Arts Policies and Procedures.
- Ability to undertake out-of-hours work as required for performances and events.



Full Spectrum by Anne Whitaker and Riley Towers
Presented by Metro Arts
Image: Cat Sorensen

KEY SELECTION CRITERIA

1. Working at Metro Arts requires the ability to multitask daily, communicate regularly and sensitively, and balance several projects simultaneously. Discuss how your past experience demonstrates your ability to work well at Metro Arts.
2. Please give two examples of projects where you have worked closely with artists to create, present, and if applicable tour their work. Discuss the steps undertaken, the challenges and successes. You may also wish to detail budgeting, fundraising and marketing and give an indication of your relevant networks.
3. How do you provide guidance and support to artists at different stages of the creative process? Please give examples of processes, communication style/s and other strategies you have previously utilised.
4. In your opinion what are the core qualities required by a Producer in today's arts landscape in Australia.

QUALIFICATIONS AND / OR EXPERIENCE

Tertiary qualifications in an arts related discipline would be an advantage. A detailed knowledge of contemporary performance-making is essential, as is knowledge of the infrastructure that supports regional, and national touring of Australian work.

Minimum of 5 years' industry experience.

DATE OF COMMENCEMENT

- Ideal date of commencement is Monday 11 November 2024.
- Please provide an indication of the earliest date on which you could commence in the role.

APPLICATION TIMELINE

APPLICATIONS CLOSE

SUNDAY 27 OCTOBER 2024, 11.59PM (AEST)

- Email your application by Sunday 27 October 2024 by 11:59PM (AEST) to business@metroarts.com.au
- Please submit your CV, and a Cover Letter of no more than 2 pages addressing the key selection criteria.
- Please include contact details of three referees including relationship to candidate, name, current telephone number and email address. Please note that referees will be contacted after the interview stage.

INTERVIEWS

- Applicants are required to be available for an interview Friday 1 November 2024.
- Interviews are available either in-person (preferable) or online if required.

GENERAL INFORMATION

If you have any questions about the role that are not answered by this document please contact Metro Arts' Executive Director:
Genevieve Trace via business@metroarts.com.au | 07 3002 7100



Every Brilliant Thing by Duncan Macmillan with Jonny Donahoe
Presented by THAT Production Company and Metro Arts
Image: PIF Productions

Metro Arts is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.



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Metro Arts is supported by the Queensland Government through Arts Queensland.