



Position Description

POSITION DETAILS	
Date of PD	01.11.18
Position Title	Associate Producer Production - Fixed Term contract January 2019 to 14 December 2019
Position Grade	7
Directorate Business Unit	City Identity, Experience and Engagement- Riverside Theatres
Reports to	Executive Producer - Riverside Theatres, National Theatre of Parramatta
Physical Requirements Category	Category 3 - Combined role with some Physical Requirements

POSITION OVERVIEW

- Implement and deliver the productions of NToFP shows and programs at Riverside Theatres and on tour.
- Assist and support the Executive Producer to deliver and implement NToFP programs and productions internally and externally in Riverside Theatres and other venues and on tour.
- Communicate and liaise with clients and stakeholders including performers, creatives, production companies, promoters and contractors, community, government and business groups to achieve efficient delivery of services.
- Assist in developing, maintaining and promoting Riverside Theatres as a centre of excellence in performing arts, events and exhibitions in Western Sydney region and beyond

KEY RESPONSIBILITIES

Reporting to the Executive Producer:

- Manage all technical elements of NToFP productions from set design to sound production and all other areas of show to ensure the efficient delivery of shows and programs.
- Efficient management of projects ensuring budget targets are met and shows are delivered safely and on time.
- Provide timely and accurate costing of events including consumables and staffing required for NToFP performances and events.
- Assist the EP source new talent, projects and scripts
- Assist the EP nurture and develop creative and operational staff with a focus on capacity building for the sector including mentoring staff, trainees and creatives as required
- Establish and maintain procedures that ensure an integrated and coordinated approach to all productions.
- Ensure appropriate records are maintained in consultation with members of the NToFP and Riverside teams to meet reporting requirements and achieve efficient delivery of services.

- Contribute to continuous improvement of all processes and communications.
- Manage projects efficiently, effectively and ethically.
- Liaise closely with the NTofP team and Riverside staff to ensure the smooth delivery of programs.
- Provide financial and venue occupation reports to the EP as required.
- Attend and represent NTofP at industry events as required.
- Manage the storage of props and sets, ensuring good records, filing, and reporting systems.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Knowledge

Qualifications (Level)

- Degree qualifications in a Theatre Production discipline or extensive and relevant experience of typically, a period of more than 7 years

Experience

- Advanced experience in theatre production and managing relevant budgets
- Live performance experience working with professional and community based organizations.
- Experience in an arts and creative industries environment.
- Experience touring theatrical productions
- Experience producing and on-selling shows
- Experience in a multi-task environment requiring application of priorities, meeting of deadlines and working under pressure.

Skills

- Excellent communication skills including ability to maintain effective interpersonal and professional relationships with staff and a wide range of internal and external stakeholders.
- Advanced knowledge of computers and business, financial, word processing and spread sheeting software.
- Advanced production management experience.
- Experience with set building
- Knowledge of theatrical lighting, sound and design
- Ability to supervise ancillary technical and support staff

Acknowledgement:

I, acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature..... Date:

Manager's Signature..... Date: