

POSITION DESCRIPTION

Position: Emerging Producer

Contract: Fixed-term Paid Internship (18-months)

Reports to: Executive Producer (Queensland Ballet) and Senior Producer (Metro Arts)

Commencement Date: October 2024

POSITION PURPOSE

The Emerging Producer is a position created from an expectational grant opportunity supported by Creative Australia. This bespoke role addresses skill shortages in the area of Producing in a partnership organisation setting. Queensland Ballet is proud to partner with Metro Arts for an 18-month tenure that will afford an Emerging Producer with a breadth of responsibility in both a major performing arts and a not-for-profit organisation environment. Both organisations thrive in a fast-paced, dynamic culture that supports artists, arts workers, curation, presentation, and touring of work. The Emerging Producer will experience a tenure from October 2024-July 2025 with Queensland Ballet and from August 2025-May 2026 with Metro Arts.

This position will ideally suit an early-career producer or production manager, with between 1 – 5 years' prior work or volunteer experience, or relevant equivalent experience for someone looking to start their career in Producing. The successful candidate will receive on-the-job training and gain exposure to all aspects of Producing – from planning and scheduling, contracts, touring, budget management, and project evaluation. This hands-on opportunity will allow the successful candidate to develop their network with artists, creatives, partners and other stakeholders and build sector knowledge.

REPORTING RELATIONSHIPS

This position reports directly to the Executive Producer (Queensland Ballet) from October 2024-July 2025 and the Senior Producer (Metro Arts) from August 2025-May 2026.

KEY RESPONSIBILITIES

Producing and Program Management

- Working in collaboration with Queensland Ballet's Executive Producer and Metro Arts' Senior Producer, assist in the coordination of mainstage and contemporary work programming in the lead up to the presentation of each production.
- Provide producing, administration, and management assistance and guidance for the selected productions and programs to enable the highest artistic and technical standard, by:
 - working directly with artists to identify goals and strategies for the artistic project.

- develop realistic project plans and timeframes for the realisation of those goals in consultation with the Executive and Senior Producer.
- Where appropriate, assist artists to identify sources of funds and prepare submissions and grant applications, and manage auspiced funds, acquittals and reports for stakeholders during employment;
- In collaboration with the Queensland Ballet and Metro Arts marketing teams, assist the Executive Producer and Senior Producer with marketing and publicising the selected productions and where necessary assist with raising the profile of the organisations by promoting the work.
- Assisting with general needs of the organisation and its efficient operation as required, providing strong administrative assistance.

Touring

- Assist with the brokering, stakeholder engagement and development of touring assets for Queensland Ballet.
- Promote and sell performance works for touring for Metro Arts.
- Identify and actively pursue appropriate opportunities for the on-selling of Metro Arts produced work in a local, national and international context.

Promotion of Programmed work and Sector Engagement

- Keep abreast of the latest contemporary arts developments locally, nationally and internationally.
- Develop 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 markets for new work.
- Attend arts markets and build on networks that support the development of curated and independent dance and independent art.

KEY CRITERIA

1. Strong organisation and attention-to-detail skills, with the ability to juggle multiple priorities and work to deadlines in a fast-paced Arts organisation.
2. Excellent communication skills, both written and interpersonal, able to build effective, professional relationships with colleagues, partners, artists and other stakeholders.
3. Ability to execute administrative tasks with efficiency, including basic proficiency with Microsoft Office (Word, Excel, Outlook, GSuite).
4. A critical thinker with a proactive, problem-solving approach to tasks, able to remain calm under pressure and work collaboratively to identify and deliver on solutions.
5. A passion for the Arts, including working with Artists and Creatives to realise their visions, and a commitment to the future landscape of the Arts in Australia.
6. (Desirable) between 1 – 5 years' prior experience in a Producing or Production Management role, or relevant equivalent experience such as previous dance or live performance experience.

APPLICATION PROCESS

Please apply for this job via Seek, including a covering letter outlining why you are the best person for the role and a current CV. Please note that referees will be sought from candidates following the interview process. Applications close **10am, Monday 29 July 2024**.

ABOUT QUEENSLAND BALLET

Queensland Ballet is a vibrant, creative company which connects people and dance across Queensland. We offer a program of world-class productions of the best classical ballets and inspired contemporary dance works. The Company engages renowned choreographers and designers from around the world and nurtures emerging local talent by presenting exciting new works in an intimate studio series. With a culture of creativity and collaboration, complemented by an active program of engagement with our communities, Queensland Ballet has become the central hub for dance in the State. Our dancers are acclaimed for the technical excellence and versatility, and our annual program offers diversity in style, audience focus and geographic reach, with up to 100 performances in Brisbane and tours to regional Queensland.

ABOUT METRO ARTS

Metro Arts has enabled Australian Artists to grow, create, develop, experience and carve out a sustainable and viable arts practice for more than 40 years, supporting artists every step of the way – from the early development of ideas through to presenting and touring work. Currently headquartered in West End, Brisbane, Metro Arts is equipped with state-of-the-art galleries, artist studios and theatre facilities, and a sister-workshop facility at Norman Park. As an organisation, Metro Arts exists to ensure new art is created today, tomorrow and beyond, championing all contemporary art forms and the creation of diverse, thought-provoking and exhilarating art.

GENERAL INFORMATION

Recreation Leave

20 working days per year (pro-rata)

Personal/Carer's Leave

Ten working days per year (pro-rata)

Probationary Period

Six months from commencement.

Salary

\$60,000 per annum base salary plus superannuation. Superannuation is paid into the superannuation fund of your choice, currently at the rate of 11.5%.

Queensland Ballet and Metro Arts acknowledge the traditional custodians of the land on which we work and perform. Long before we performed on this land, it played host to the dance expression of our First Peoples. We pay our respects to their Elders – past, present and emerging – and acknowledge the valuable contribution they have made and continue to make to the cultural landscape of this country.

To reflect the diversity of the communities and people with whom we engage, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility, and flexibility, we are committed to supporting you in your career with Queensland Ballet.

We are committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles may require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people