



**NAME OF POSITION:** Assistant (Associate) Producer

**EMPLOYMENT TYPE:** Part-time 3 days/week (18-month contract). Note: may scale up to full time in busy periods.

**SALARY:** \$60,000-\$65,000 (pro-rata) commensurate with qualifications and experience + superannuation

**REPORTS TO:** Managing Director & Artistic Directorate

The Assistant (Associate) Producer supports the Moogahlin Artistic Directorate and Managing Director on project development and delivery across all company programs as required.

### Essential Criteria

- This is an identified position. Under Section 14 of the NSW Anti-Discrimination Act 1977, Aboriginality is a genuine occupational qualification
- Highly organised with the ability to prioritise, time manage, multi-task, work under pressure and meet competing deadlines
- Self-motivated with effective verbal and written communication skills, including the ability to communicate effectively with people of all ages
- Experience to work under limited supervision and take initiative as well as respond to direction and work as part of a team
- High proficiency in word processing, database and Microsoft Office software (especially Microsoft Word, Outlook and Excel)
- Driver's license

### Desirable Criteria

- Experience and interest in the arts industry, particularly First Peoples performing arts
- First Aid Certificate

### MAJOR DUTIES

#### Project Development

- Attend regular meetings with the Artistic Directorate and Managing Director to workshop and develop programs and projects
- Attend artist and community stakeholder meetings with the Artistic Directorate
- Liaise with Moogahlin's project and production staff on technical requirements related to projects.
- Research freight, materials, production, and bump-in production requirements for projects in consultation with the Artistic Directorate, Managing Director, and other project staff.
- Assist the Managing Director and Artistic Directorate to prepare and monitor budgets for selected projects
- Prepare artist contracts, under the direction of the Artistic Directorate and Managing Director
- Assist to prepare funding applications for specific projects, under the direction of the Artistic Directorate and Managing Director

#### Project Delivery

- Maintain best practice standard of First Peoples cultural protocol across all programs and procedures
- Take responsibility for Front-Of-House, Catering, and Elder Care processes and procedures across all aspects of the program, in particular all communication and liaison with partners and venues

- Ensure that timelines of program delivery remain on track, with particular emphasis on operational and administrative processes and project documentation including contracts and production specifications
- Organise project-based accommodation, travel, and artist welcome packs
- Preparing pay-schedules, production floats, per-diems, and other expenditure forms and processes
- Collate invitation lists specific to each project, including updating the database as required
- Assist with project evaluation
- Work as a team with the Artistic Director, Managing Director, and all project staff to deliver all designated Moogahlin projects

### **Public Programming**

- Coordinate targeted audience development and community development activities around specific projects under the direction of the Artistic Directorate and Managing Director
- Take responsibility from time to time for producing an event or series of events such as an opening night, members or community function, or skills development workshop

### **Marketing**

- Provide general support at special events (opening nights, forums, fundraising events and launches)
- Coordinate and liaise with photographers, and film makers on the documentation of selected projects, under the direction of the Artistic Directorate and Managing Director
- Attending and participating in publicity events and generally acting as an ambassador for Moogahlin Performing Arts

### **Administration**

- Provide administrative support to the Artistic Directorate and Managing Director as required

### **OBJECTIVES**

- Develop skills and networks required to become an Associate/Executive Producer of First Peoples arts projects

### **KEY INTERNAL RELATIONSHIPS**

- The Assistant Producer is required to establish and maintain good communication and effective working relationships with Moogahlin staff, Board, and management.

### **KEY EXTERNAL RELATIONSHIPS**

The Assistant Producer is required to maintain effective relationships with:

- Moogahlin Elders, members, community, and general public
- Artists and production staff involved in Moogahlin projects and programs
- Partner organisations and presenter venue staff
- Suppliers and service providers

### **TO APPLY**

Please provide an up-to-date CV accompanied by a cover letter (no more than two pages) stating why you'd be perfect for the role, outlining relevant skills and experience, and addressing the above selection criteria. Your CV must include the names and contact details of three professional referees. Applications by email only should be sent to [info@moogahlin.org](mailto:info@moogahlin.org) by 5pm Monday 6 August 2018 (AEST).

*This position is supported by the NSW Government through the Create NSW Creative Koori Employment fund.*