



TEN DAYS ON THE ISLAND

CREATIVE PRODUCER

POSITION DESCRIPTION

REPORTS TO:	Artistic Director and CEO
LOCATION:	TDOTI Burnie office
CONTRACT PERIOD:	January 2018 - April 2019 (with possible extension to April 2021)

OVERVIEW

Ten Days on the Island (TDOTI) was established by the Tasmanian Government in 2000 to develop and deliver a state-wide cultural festival of national significance that provides opportunities for Tasmanian artists and companies to present their work to a wider audience, provides opportunities for the Tasmanian community to be exposed to national and international artists and companies of the highest quality, and assists in providing the state of Tasmania with a legacy of expert professional arts infrastructure.

The biennial festival celebrates Tasmania's island culture and offers a platform on which to profile and promote Tasmania's innovative, creative and resourceful character and unique cultural identity.

TDOTI brings international recognition for Tasmania and demonstrates how the arts can positively influence a community's perception of itself and the image it projects to the world.

PURPOSE OF THE POSITION

Reporting to the Artistic Director, the Creative Producer will play a vital role in the development and delivery of the biennial statewide multi-arts festival program.

The Creative Producer will work with the Artistic Director to collaborate with artists, arts companies, producers, presenters and venues to commission and curate creative projects which align with the vision and objectives of the Festival.

The role requires experience in relationship building and project management, as well as key producing skills and the ability to support the development and delivery of a program of performances, exhibitions, installations and related activities.

OBJECTIVES OF THE POSITION

To support the Artistic Director and TDOTI team in the development and delivery of a new model for a statewide international multi-arts Festival, that demonstrates the organisation's commitment to supporting Tasmanian artists and new work and to bringing quality arts experiences to Tasmanians wherever they live.

KEY RESPONSIBILITIES

The Creative Producer will be responsible for:

Artistic Program

- Working with, and supporting, the Artistic Director to develop the artistic vision for the Festival in line with TDOTI's strategic direction and priorities
- In consultation and collaboration with the Artistic Director, providing expertise in initiating, developing and managing commissions and co-production and co-presenting opportunities with Tasmanian and international artists and arts companies
- Identifying, initiating and securing opportunities to present performances, exhibitions, installations and events by Tasmanian and international artists and arts companies which complement the Festival program
- Developing strategies and relationships for the development and delivery of the Festival program in regional locations throughout the state
- If required, taking responsibility for developing and delivering programming and industry partnerships as directed by the Artistic Director
- Identifying potential productions and exhibitions, future opportunities and needs, creative innovation and resources for producing partnerships in the wider performing arts sector.

Relationships

- Collaborating with the Artistic Director to build strong and mutually beneficial relationships with stakeholders, including artists and arts companies, program and project partners, venue managers, funding bodies and other related parties
- Representing the Artistic Director in stakeholder meetings as agreed.

Operations

- Developing and managing budgets, contracts and schedules for all festival projects in development
- Documenting and reporting on all projects for internal and stakeholder requirements, including acquittals and annual reports within required timelines
- Collaborating and liaising with administration, technical, production, marketing, front of house, box office and other colleagues for optimum delivery of the Festival program

- Ensuring that all WH&S legislation, policies, procedures and work practices are implemented and adhered to and managing risk assessments as required.

KEY RELATIONSHIPS

External

- Artists
- Arts companies
- Producers
- Presenters
- Venues
- Funding bodies

Internal

- Artistic Director
- CEO
- Program and production team
- Marketing team
- Administration team

FEATURES OF THE ROLE

- working closely with one of Australia's premier opera and festival Artistic Directors, who has an established international profile;
- working as senior executive in an acclaimed international arts festival, with established infrastructure and support (including four-year funding from the Tasmanian government) and an experienced and supportive Board that is committed to a new model of arts festival for regional Australia; and
- collaborating with Tasmanian, national and international networks to conceive, produce and present original, innovate creative works that reflect the people and place of the island of Tasmania.

SELECTION CRITERIA:

Essential:

- substantial experience at a senior level as a producer and/or manager working with an Artistic Director, contributing to the vision and direction for a festival or program of events
- proven ability to initiate, develop and deliver large scale public participation programs and develop local, national and international networks, to create, present and tour new work
- significant experience in the management of complex arts projects from concept to completion, in interpreting and coordinating event requirements and of scoping and managing project budgets and resources

- demonstrated ability to initiate and develop programs, and negotiate and manage contracts with a range of artists, producers and presenters locally, nationally and internationally
- high level understanding and experience of working with professional artists
- significant experience in establishing partnerships and maintaining effective relationships with arts and community stakeholders
- good working knowledge of the arts in Tasmania and good a sound knowledge across the various arts disciplines
- high level administration experience including intermediate level knowledge of Microsoft Office suite of programs and experience in the use of an integrated event management system (DataFest preferred)
- excellent communication skills with an evident ability to work with a diverse range of people including artists, presenters, stakeholders and the community

Desirable:

- Relevant professional or tertiary qualification in arts, event management or related disciplines.

This is a fixed-term contract, which will commence early 2018 and conclude in April 2019 with an option to renew for a further 24 months. The position is subject to a three-month probation period.

WORK HEALTH & SAFETY, EQUAL OPPORTUNITY, DISCRIMINATION & HARASSMENT

TDOTI is committed to high standards of performance in relation to Workplace Health and Safety and Equal Employment Opportunity. All staff will comply with company policies and procedures and maintain zero harm working conditions and practices. TDOTI does not tolerate any form of harassment or discrimination and aims to ensure respectful, harmonious professional relationships.

OTHER INFORMATION

- This position is (ideally) based in TDOTI's Burnie office in the Makers' Workshop
- Frequent intrastate and some interstate travel will be required
- The successful candidate will be appointed on a fulltime contract for a specified period with remuneration and conditions to be negotiated
- The contract will be modelled on and support TDOTI's employment policies

For more information call Jane Haley 0413 620 724.

Applications addressing the selection criteria (not more than 3 pages) and a brief CV should be sent to jane.haley@tendays.org.au by COB Monday 20 November 2017.