



## **Producer**

### **Job Application Kit**

The Blue Room Theatre enables the development of performing artists by providing a venue, resources and support to create and produce their work.

Our vision is to strengthen the West Australian theatre sector through our program and be recognised as the preeminent organisation in Australia for independent performing artists to make and present their own work.

The Blue Room Theatre is a dynamic artistic hub that presents three seasons throughout the year:

Summer Nights as part of FRINGE WORLD in January and February is a hand-crafted program of theatre, dance and performance consisting of approximately 30 shows. It is a fast-paced festival environment during Perth's most exciting time of year.

Throughout the rest of the year we support Development Season productions between April – December. Through these works we champion the now, the next and the new: independent artists are given a three week season to present work in two intimate black box spaces.

We will soon formally announce a two-week Winter Nights program in the middle of the year to profile works-in-progress, professional development, talks and forums about theatre practice and culture, and the unexpected.

We are also currently responsible for the LOFT initiative, which provides independent artists the opportunity to apply for creative development and / or production funding for new work outside of The Blue Room Theatre. The LOFT initiative is currently funding projects through to the end of 2018.

### **Position Summary**

The Producer leads the implementation and management of The Blue Room Theatre's artistic programs including The Blue Room Theatre's Season, Summer Nights and Winter Nights as well as the LOFT initiative. The Producer will work strategically in assisting and advising the Executive Director on ongoing and future artistic planning. The Producer will work closely, and in conjunction with, the Associate Producer to be the first point of contact for all The Blue Room Theatre artists. The Producer will have a high level of consultation with, and will be a representative of, The Blue Room Theatre to key stakeholders in the WA arts industry including artists, companies, arts organisations and funding bodies.

### **Application Process**

Please provide a cover letter addressing your relevant experience, qualifications and skills for the role and a current CV with the contact details of two professional referees.

Email your application to Executive Director Julian Hobba – [julian@blueroom.org.au](mailto:julian@blueroom.org.au) with 'Application – The Blue Room Theatre Producer' in the subject line.

**Applications close Tuesday 3 April 5pm WST**

## JOB DESCRIPTION – PRODUCER

---

Title	Producer
Basis of Employment	Full time @ 37.5 hours per week*
Location	The Blue Room Theatre, Northbridge
Reports to	Executive Director
Works closely with	Associate Producer, Marketing and Communications Manager, Venue and Operations Manager, Office + FOH Manager, Casual staff and Bookkeeper
Direct Reports	Part time/Casual Project & any Program staff Volunteers, contract production staff and Associate Producer
Salary	Band S1 - \$55K - \$63K
Job Description Review	At each annual appraisal

\*Due to the nature of this role, this position may require additional hours in peak periods and respite days are included in the employment policy can be negotiated with the Executive Director

---

### Position Summary

The Producer leads the implementation and management of The Blue Room Theatre’s artistic programs including The Blue Room Theatre’s Season, Summer Nights and Winter Nights as well as the LOFT initiative. The Producer works strategically in assisting and advising the Executive Director on ongoing and future artistic planning. The Producer works closely, and in conjunction with, the Associate Producer to be the first point of contact for all The Blue Room Theatre artists. The Producer will have a high level of consultation, and will be a representative of, The Blue Room Theatre to key stakeholders in the WA arts industry including artists, companies, arts organisations and funding bodies.

### Key Responsibilities and Duties

#### The Blue Room Theatre Season + LOFT

- Lead The Blue Room Theatre programming staff to promote and manage all artistic submissions to The Blue Room Theatre Season and LOFT initiative including appointment of assessors in agreement with the Executive Director
- Liaise with Season applicants and program the Season under the advisement of the assessment panel
- Ensure clear and ongoing communication with Season producers outlining The Blue Room Theatre expectations of practices including meetings, contracts, schedules and delivering a suitable artistic product
- Ensure sufficient support for all LOFT participants, creating schedules of support in negotiation with the artists and the Executive Director
- Consultation with the Marketing Manager in branding of The Blue Room Theatre Seasons, including image and copy development
- Oversee reconciliation of productions, liaising with the Finance Officer, evaluation and debrief including collation of producer surveys, and digital archive records

#### Summer Nights

- Create the budget for the Summer Nights program in liaison with the Marketing and Communications Manager for the approval of the Executive Director
- Oversee, administer and manage the submission process for Summer Nights
- In cooperation with the Executive Director and Associate Producer, program the Summer Nights season
- Lead all Front of House, bar and casual staff during Summer Nights to ensure the smooth running of the venue during peak busy periods
- Liaise and maintain a strong relationship with key program stakeholders including FRINGE WORLD
- Manage communication to Summer Nights artists of all FRINGE WORLD deadlines and ensure artists comply with these deadlines

### **Winter Nights**

- Create the program parameters and budget for the Winter Nights program in liaison with the Executive Director
- Propose and lead The Blue Room Theatre initiated activities within the program in collaboration with, and at the approval of, the Executive Director
- Oversee, administer and manage the submission process for Winter Nights
- In cooperation with the Executive Director and Associate Producer, program Winter Nights
- Lead all Front of House, bar and casual staff during Winter Nights to ensure the smooth running of the venue

### **Other Development Programs/Projects**

- Work closely with the Executive Director and advise in the planning of strategic artistic programs/projects
- Oversee the management and implementation of such projects
- Create project budgets and feed into the annual budgeting process as necessary
- Recruit and manage any staffing in relation to these activities

### **General**

- Feed into promotional material relating to programming as and when necessary and contribute to brand development
- Feed into funding applications, reporting, funding acquittals and other key strategic documents as needed
- Provide key letters of support for artists
- Advocate on behalf of The Blue Room Theatre through the attendance at shows, industry launches and key networking events
- Provide mentoring, feedback, advice and support for any The Blue Room Theatre artists, internships or strategic work placements
- Assist with inquiries and requests from the public, members, staff and the Board as required
- Carry out any other duties or projects as required from time to time as directed by the Executive Director and/or Board as appropriate to the title and position

### **Other**

- Capacity to undertake some evening or weekend work

### **Required Skills and Experience**

- Completion of relevant tertiary qualification and/or proven relevant experience working in the performing arts

- A high level of organisational and management skills including the ability to plan, budget and evaluate activities, manage and motivate staff
- Effective leadership skills including the ability to create, maintain positive working relationships with a range of stakeholders including members, government funding bodies, sponsors, artist, staff and industry networks
- A high level of interpersonal, written and problem solving skills
- Good current knowledge of the professional theatre sector in WA and nationally and a demonstrated interest in and sensitivity to artists, performers and the creative process
- Able to work as part of a team as well as independently

#### **Desirable**

- Experience in Adobe design suites
- Experience in managing or producing professional theatre
- A high degree of proficiency in Excel and Reckon
- Event management experience

#### **Key Relationships**

- Artists
- Industry
- Members
- Producers
- Funding bodies, sponsors and donors
- Board, Staff, and volunteers

#### **Key Selection Criteria**

- Completion of relevant tertiary qualification and / or proven relevant experience working in the performing arts
- A high level of organisational and management skills including the ability to plan, budget and evaluate activities, manage and motivate staff
- Effective leadership skills including the ability to create, maintain positive working relationships with a range of stakeholders including members, government funding bodies, sponsors, artists, staff and industry networks
- A high level of interpersonal, written and problem solving skills
- Good current knowledge of the professional theatre sector in WA and nationally and a demonstrated interest in and sensitivity to artists, performers and the creative process
- Able to work as part of a team as well as independently

#### **Desirable Criteria**

- Experience in Adobe design suites
- Experience in managing or producing professional theatre
- A high degree of proficiency in Excel and Reckon
- Event management experience