

## **PRODUCER – EMPLOYMENT OPPORTUNITY**

### ***WHO WE ARE***

The Blue Room Theatre is a highly regarded organisation that is fundamental to the needs of independent theatre and performing arts in Western Australia. Situated in Northbridge on Noongar Boodja, The Blue Room Theatre is a bustling artistic hub for artists and audiences to meet, create, produce, engage, critique and network.

Driven by the passion, energy and commitment of our members and supporters, The Blue Room Theatre is one of Australia's leading arts organisations, offering a unique and effective model of resource management and service delivery for independent performance makers.

Our values drive us in everything we do:

**Creativity:** We support risk-taking, innovation and rigour in artistic practice and our organisational culture.

**Community:** We are an inclusive and accessible organisation; practicing equity, justice and mutual respect.

**Sustainability:** We are ethical, transparent and accountable environmentally, socially and in governance.

### ***WHO YOU ARE***

We are looking for a producer who is organised, autonomous and detail-oriented. You will be passionate about local independent arts practice and professional development. You are a strong collaborator who will enjoy working in a small and hard-working team. You are excited to develop and engage closely with a growing and diverse community of artists and arts practices at The Blue Room Theatre.

## **Position Selection Criteria**

### **Essential Skills & Experience**

- Demonstrated previous experience and/or qualification in a relevant field (ie arts-management or producing)
- Demonstrated ability to communicate, support and work proactively and sensitively with a wide range of people

- Ability to work unsupervised and implement existing processes and procedures to achieve goals and milestones
- Excellent time management and organisation skills with high attention to detail
- Ability to communicate, collaborate and work effectively as part of a small team

**Desirable (but not essential) Skills & Experience**

- Previous experience in producing performing arts productions or events
- Experience in building and maintaining relationships and partnerships
- Have a knowledge and familiarity of the local performing arts sector

**Please see the full position description below.**

***HOW TO APPLY***

We strongly encourage applicants from First Nations people, People of Colour, People from non-English Speaking Backgrounds, people with a disability, and people who identify as LGBTQI+. We encourage our members to share these opportunities widely.

Any queries about this position should be directed to Program Manager Rose Kingdom Barron, [rose@blueroom.org.au](mailto:rose@blueroom.org.au) or 08 9227 7005.

***Applications close 12pm, Monday 29 May 2023.***

Please email applications demonstrating how you meet the selection criteria (maximum 3 pages) and a copy of your current CV (maximum 3 pages) to the Program Manager:

- Email: [info@blueroom.org.au](mailto:info@blueroom.org.au)
- Subject: Recruitment: Producer

If you have access requirements and would like to submit a video application and response to the criteria, please limit your video to 6 minutes (selection criteria) and 3 minutes (CV).

***Please note: Must be available for interview on Friday 2 June 2023.***

***We expect the successful candidate to begin working in the role no later than the end of June.***

**Job Description  
Producer**

---

<b>Position Title</b>	<b>PRODUCER</b>
<b>Basis of Employment</b>	0.8FTE* (eight-day fortnight)
<b>Location</b>	The Blue Room Theatre, Northbridge, WA
<b>Base Salary</b>	\$55K - \$70K
<b>Probation</b>	12 months
<b>Reports To:</b>	Program Manager (PM)
<b>Direct Reports:</b>	N/A
<b>Job Description Review</b>	Annually

*\*Base rate, with opportunities to increase employment with confirmed project funding, if desired.*

---

**POSITION SUMMARY**

The Producer is a key part of The Blue Room Theatre's programming team, working under the leadership of the Program Manager, and in collaboration with the Communications Coordinator, Front of House and Ticketing Coordinator, Technical Coordinator and Community Engagement Manager. The role is responsible for delivering our performance programs, professional development opportunities and artist engagement events and activities.

**KEY RESPONSIBILITIES AND DUTIES**

Under supervision of the Program Manager (PM):

**Program Delivery & Artist Liaison (60%)**

- Co-design the program and parameters for all artistic and professional development (PD) activities with the PM
- Develop and coordinate program call outs and application processes for both annual and responsive artistic programs
- Contribute to artistic programming and deliver applicant feedback
- Coordinate the delivery of TBRT's artistic programs including contracting and project reconciliation
- Produce TBRT in-house self-produced seasons, such as short works seasons
- Develop, coordinate and deliver all programming partnerships and professional development activities in consultation with the PM.
- Be the first point of contact for season producers and artists, and direct enquires to the appropriate member of TBRT staff
- Coordinate the maintenance of up-to-date producer resources (the producer pack)
- Ensure clear and ongoing communication with season producers and artists, including running stage meetings, producer email updates, monitoring teams, establishing expectations and the provision of continuous support

- Provide advice and support to season artists on the creation, producing and delivery of their project.

### **Artist Engagement (30%)**

- Be the first point of contact for general artistic enquires, and direct enquires to the appropriate member of TBRT staff
- Ensure artists/arts-workers are aware of program opportunities, including delivering talks and undertaking program awareness outreach
- Work with the Communications Coordinator (CC) to create artist-facing promotional materials/collateral for our program opportunities
- Provide advice and support to artists interested in applying to our program
- Attend showings or productions of artists who have expressed interested in applying to our program
- Produce artist engagement program-related events including season launches, connection events and awards night.

### **General Responsibilities (10%)**

- Support the PM to advocate for programmed artists and membership across the industry (support letters) and media (interviews)
- Collect and maintain statistical reporting and KPIs for artists and programs, and provide the PM or Executive Director with reports on programs in a timely manner
- Ensure the ongoing maintenance, integrity and efficiency of databases and file storage systems
- Any other related duties as requested by the PM or ED

### **Key External Relationships**

- Season Producers and Artists
- Performing Arts Industry Members and Organisations
- Arts Community and Training Organisations

## **EQUITY & JUSTICE GOALS & KEY PRIORITIES**

**The Producer will support The Blue Room Theatre to achieve our Strategic Goals & Equity & Justice Action Plan Goals. These are:**

### **GOAL 1**

Strategic Goal: To support the development of WA independent artists & arts-workers

Equity & Justice Goal: Artists and arts-workers from underrepresented communities/groups/backgrounds:

- are equitably represented in development activities at TBRT
- have equitable access to opportunities and resources at TBRT
- do not feel marginalised by, or disadvantaged at, TBRT – they feel welcome, invited and included.

### **GOAL 2**

Strategic Goal: To co-present new local theatre and performance works and connect them to audiences

Equity & Justice Goal:

- Artists and arts-workers from underrepresented communities/groups/backgrounds are equitably represented in the presentation of work at TBRT

- People from underrepresented communities/groups/backgrounds form an increasing percentage of TBRT's audience
- People from underrepresented communities/groups/backgrounds do not feel marginalised by TBRT – they feel welcome, invited and included.

### GOAL 3

Strategic Goal: To sustain a thriving and accountable organisation

Equity & Justice Goal: People from underrepresented communities/groups/backgrounds:

- are equitably represented in our Staff, Board, Leadership and Volunteers
- trust TBRT as an accountable organisation
- do not feel marginalised by, or disadvantaged at, TBRT – they feel welcome, invited and included.

In addition to these priorities, the Producer will participate in anti-racism, cultural intelligence training/development throughout the year and in proactive reflection and conversations on their individual development.

### **SPECIAL CONDITIONS**

Due to the nature of this role, this position may require additional hours and work outside of normal office hours in peak periods. Additional respite days can be negotiated with the Executive Director as per the *Employment Policy*.

*This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.*