

**SENIOR PRODUCER  
INFORMATION PACK**

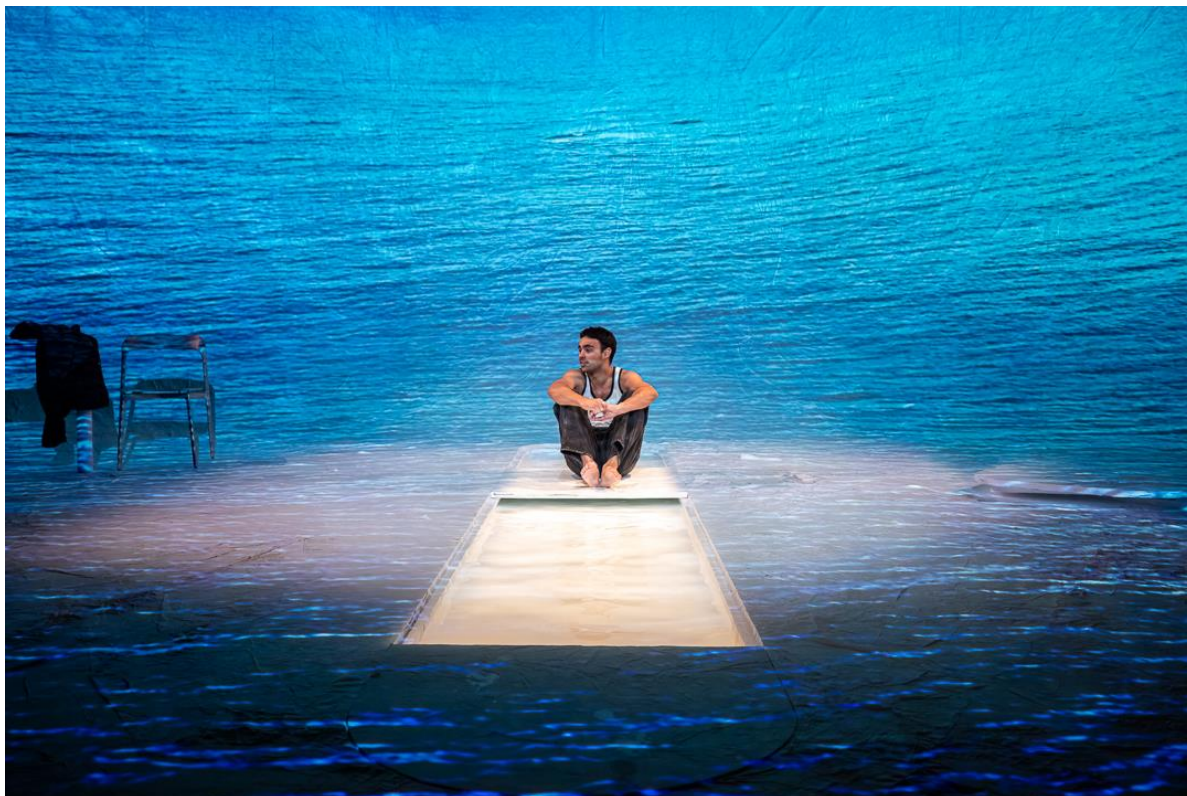
**UPDATED DECEMBER 2023**



*The Master and Margarita*, 2023. Photo: Brett Boardman

## OVERVIEW

<b>Job Profile:</b>	<p>The Senior Producer is responsible for the management of the Producing team and the relationship between it, Artistic and Programming team, and the Production department.</p> <p>The role assists the Artistic Director and Executive Director in producing works in the annual season, preparing the Season budget for approval by the board, supporting the administration of new work, play readings and special projects. In addition, the role has primary responsibility for the delivery and promotion of Belvoir's touring work (including transfers).</p> <p>The Senior Producer is a member of the Head of Departments (HODs) group. The Associate Producers and Artistic Administrator report to the Senior Producer.</p>
<b>Hours:</b>	<p>Full-time (38 hours per week) 9.30am – 5.30pm Monday - Friday Some weekend and evening work will be required for events.</p>
<b>Salary:</b>	<p>Commensurate with experience</p>
<b>Package:</b>	<p>11% Employer contribution to superannuation 20 days annual leave per annum accrued pro rata, with 17.5% leave loading payable in addition after twelve months. 10 days sick leave per annum pro rata</p>
<b>Contract:</b>	<p>6 months trial period, then ongoing</p>
<b>Reporting to:</b>	<p>The position reports to the Executive Director but assists the Artistic Director as required.</p>
<b>Deadline:</b>	<p>22 January 2024</p>
<b>Starting:</b>	<p>ASAP</p>
<b>To Apply:</b>	<p>Address the selection criteria. Include a resume. Include the names and daytime contacts of two referees. Maximum 4 pages.</p>
<b>Forward to:</b>	<p>Fiona Hulton, Director of Marketing, People &amp; Community +61 (2) 9698 6215 18 Belvoir St, Surry Hills, NSW 2010 Or <a href="mailto:jobs@belvoir.com.au">jobs@belvoir.com.au</a></p>



*Blue*, 2023. Photo: Joseph Mayers

## KEY RESPONSIBILITIES

### General Responsibilities:

- Work closely with the Executive Director to ensure the company's financial targets are met.
- Work in close liaison with other Department heads and the Executive Director to increase audience numbers and participation through Belvoir programs.
- Take an active role in the promotion of safety and the improvement of practices and processes.
- Budget development, tracking expenditure and reconciliation in respect of commissions, creative developments, new work, and touring.
- Contribute to monthly financial reports of projects in conjunction with Head of Finance & Operations, tracking income and expenditure and identifying variations.

### Producing Responsibilities:

- Liaise with the Artistic Director, Executive Director, Artistic and Programming team, and project staff to manage the development and implementation of the artistic program at a high level.
- Assist the Executive Director in the scheduling and budgeting of the annual season at Belvoir St Theatre.
- Lead on the production of large-scale special projects that Belvoir creates.
- In consultation with the Executive Director, Artistic Administrator and Associate Producers, negotiate and execute contracts on projects as required, with a particular focus on externally produced works and creative developments, ensuring negotiations are within budget.
- Work with the Head of Production to ensure the safety and well-being of company members in Belvoir-initiated and visiting productions.
- Ensure compliance with relevant Industrial Relations laws, regulations, and agreements.



- Seek out and pursue new opportunities for Belvoir in the areas of creative development, outreach, funding, and performance.
- Collaborate with the Development team to pursue and manage funding for artistic projects through grants from Government, Trusts, and Foundations.
- Attend rehearsals, previews, opening nights and other industry performances as required.

#### Touring Responsibilities:

- Work with Artistic Director and Executive Director to identify the Company's potential touring product and markets.
- Manage relationships with touring venues and presenters thereby ensuring the smooth running of the tour.
- Contribute to funding applications to enable touring opportunities to proceed.
- Prepare all touring budgets and schedules (with assistance from the Artistic Administrator), monitor timelines and assess logistics for the tour (in conjunction with Head of Production).
- Liaise with other departments including marketing to ensure successful delivery and promotion of the tour.

## SELECTION CRITERIA

### Aptitudes/Abilities/Skills

- Proven high standards of written and oral communication.
- Proven high level of integrity and discretion.
- Proven ability to plan and prioritise an often heavy workload
- Production administration experience of at least five years, in a theatrical organisation.
- Experience in negotiating with agents, actors, and creatives.
- Experience in working with APRA and other copyright holders/licensors.
- Production budget management experience.
- Experience and familiarity with a variety of software programs, including Microsoft Word and Excel, Tessitura experience an advantage, and proficient keyboard/typing skills.
- Experience working with a wide range of people in a changing and dynamic environment.

### Knowledge

- Understanding of how an arts organisation functions on a day-to-day basis.
- Demonstrated interest in local, interstate, and international performing arts events.
- An interest in and sensitivity to actors, artists, and the creative process.
- Familiarity with and sympathy to the aesthetic and philosophy of Belvoir and its work



*Miss Peony, 2023. Photo: Sherry Zheng*

## ABOUT US

### Company Information

When the Nimrod Theatre building was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment, and media professionals – formed a syndicate to buy the building and save the theatre. Forty years later, Belvoir St Theatre continues to be home to one of Australia’s most celebrated theatre companies.

Belvoir engages Australia’s most prominent and promising playwrights, directors, actors, and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.



Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammass and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarkis, Simon Stone and former Artistic Director Neil Armfield.

Belvoir’s position as one of Australia’s most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Glass Menagerie*, *Angels in America*, *Brothers Wreck*, *Ivanov*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires* and *Who’s Afraid of Virginia Woolf?*

In 2019 Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell-out season and was also part of the Adelaide Festival. It won seven Helpmann awards including Best Play and Best New Australian Work.

Belvoir is part of the Australia Council’s National Performing Arts Partnership Framework and as such is seen as a leader in its field. We receive funding from both the Australia Council and Create NSW which amounts to around 17-18% of income. Other income is derived from box office, development, and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors and co-CEOs are Eamon Flack and Aaron Beach.

More information, including annual reports and seasons, can be found at: [www.belvoir.com.au](http://www.belvoir.com.au)