

JOB AND PERSON SPECIFICATION

POSITION:	Producer's Assistant or Associate Producer, Windmill Pictures (To be determined, based on level of experience)
REPORTS TO:	Producer, Windmill Pictures
TERMS:	Full-time, two-year contract
SALARY RANGE:	\$70,000 - \$85,000 plus super

WINDMILL PRODUCTION COMPANY

Based in Adelaide, South Australia, Windmill Production Company creates live theatre, film and television for children, teens and families.

Windmill Production Company trades as Windmill Theatre Co and has a dedicated screen subsidiary, Windmill Pictures.

Empowered by a dynamic culture and fuelled by shared ownership of its vision, Windmill is a convergent model of live and screen works run by an Artistic and Executive leadership team, dedicated staff and artistic collaborators.

WINDMILL THEATRE CO

Windmill Theatre Co creates unique and contemporary live theatre. The company presents its repertoire in Adelaide and tours regionally, nationally and internationally.

WINDMILL PICTURES PTY LTD

Windmill Pictures develops and produces film, television and other screen projects including adaptations from Windmill's live theatre repertoire.

JOB SPECIFICATION

SUMMARY

The Producer's Assistant or Associate Producer works within Windmill Pictures and provides support to the Producer in administration, contracting, scheduling, financing, reporting, marketing and logistics for screen projects from development through to post-production.

WORKING RELATIONSHIPS

The Producer's Assistant or Associate Producer works closely with the Producer, Director, Line Producer and other personnel employed on screen projects as well as members of the Windmill team.

RESPONSIBILITIES

Development/production duties

- Assist with the development of pitching materials for new projects
- Assist with the devising of development plans including proposals, budgets and schedules
- Draft and collect materials required for proposals and funding applications
- Coordinate submission of funding applications for development and production
- Prepare and submit acquittals for funding as required
- Coordinate creative development workshops, writers' rooms, plotting sessions and other meetings for the development of screen projects

Casting/contracting duties

- Liaise with artists and agents as required
- Coordinate auditions and assist with casting as required
- Assist with the drafting, negotiating, executing and filing of a variety of contracts for artists and crew on screen projects, in consultation with the Producer
- Liaise with Screen Producers Australia to maintain up to date rate cards for artists and crew

Scheduling and planning

- Develop detailed schedules for various stages of screen projects from development through to post-production
- Manage overall planning calendar in collaboration with Windmill Theatre Company team
- Attend and contribute to planning, production, operational, staff and other meetings as required
- Proactively assist with the management of unexpected changes to plans and schedules

Marketing and publicity

- Work closely with Windmill marketing team and associated contractors to assist with marketing deliverables
- Assist with coordination of publicity calls and interviews as required
- Represent Windmill at markets, showcases and conferences as required

Finance/purchasing duties

- Assist with the development of budgets and finance plans for new projects
- Contribute to budget forecasting processes
- Maintain records of expenditure including receipts as required
- Obtain quotations and coordinate the hiring and/or purchasing for equipment and materials as required

General/administrative duties

- Communicate and work collaboratively with key stakeholders, artists and crew as required
- Assist with record keeping and maintain filing systems for contracts and other documents
- Arrange travel, accommodation and ground transport for the producer, director and other personnel as required

Safety Awareness

- Adhere to Windmill's policy and procedures on all matters relating to Work Health and Safety

Other duties as required**PERSON SPECIFICATION****Qualifications/Experience**

A qualification and/or at least two years' experience in media/screen producing in the screen industry

Key Competencies

- A strong desire to work in screen producing
- Sound knowledge of the screen industry
- Strong attention to detail
- Understanding of the key stages of screen projects from development to post production
- Experience in contracting processes
- Demonstrated ability to exercise judgment, take initiative to work both autonomously and within a team environment at the highest standard
- Ability to use discretion and tact

- Ability to demonstrate a consistently positive attitude and optimism and support others to achieve the same
- Sound knowledge of administrative procedures and office systems
- Knowledge of Screen Australia finance plan and A-Z budgeting templates
- Excellent computer skills, with proficiency in Word, Excel and Outlook
- Excellent oral, written and interpersonal skills
- Knowledge, commitment and appropriate application of Work Health and Safety training, policy and procedures
- Some travel and out of hours work will be required

Desirable Competencies:

- Established networks within the national screen industry
- Experience in using Movie Magic software
- An understanding of Screen Australia and South Australian Film Corporation's application and reporting processes
- Demonstrated experience writing successful grant applications