

## **JOB AND PERSON SPECIFICATION**

<b>POSITION:</b>	Associate Producer
<b>REPORTS TO:</b>	Executive Director
<b>LAST UPDATED:</b>	November 2023

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### **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 Associate Producer works within Windmill Theatre Co to manage elements of Windmill's performance program including administration, budgeting, funding applications and logistics. The Associate Producer also coordinates Windmill's Education Program, working in collaboration with educators, artists and the Windmill team. In addition, the Associate Producer supports Executive Director in the development and implementation of company policies and in the delivery of company projects.

### **WORKING RELATIONSHIPS**

The Associate Producer works closely with the Executive Director, Artistic Director and Production Manager.

### **RESPONSIBILITIES**

#### **General Company Management**

- Work effectively with the Executive Director and Artistic Director to manage and support general company projects as required
- Assist with the writing of company documents including funding applications, acquittals and other materials as required

## **Producing**

- Work as part of the programming team to deliver the logistics required for all Windmill productions
- Coordinate the compilation and monitoring of season budgets
- Work collaboratively with key stakeholders including venues and festivals to realise performance seasons
- Coordinate auditions and assist with the casting of productions by liaising with actors and agents
- Organise attendance of artists at creative developments and rehearsals
- Draft a variety of contracts, including actors, creative personnel, venues, co-producers and presenters' contracts in consultation with and on behalf of the Executive Director
- Liaise with agents and artists as required
- Attend regular programming, operational and staff meetings
- Manage overall planning calendar in collaboration with the Executive Director
- Other duties as required

## **Touring**

- Coordinate the development and delivery of regional, national and international touring as required
- Write applications for touring and other grants and prepare acquittal reports where required
- Work closely with the Executive Director and Production Manager to ensure the successful delivery of tours
- Coordinate the compilation and monitoring of tour budgets
- Draft contracts for artists and touring staff
- Manage tour logistics as required
- Liaise with venues and presenters
- Build and maintain relationships with presenters
- Develop new touring opportunities for Windmill works
- Arrange travel, accommodation and ground transport for artists as required
- Organise international visas
- Liaise with artists and creative personnel
- Arrange and oversee artist per diems and allowance payments as required
- Assist with the management of tour enquiries and maintain a system tracking communications with interested tour partners
- Compile and distribute touring marketing materials in collaboration with the marketing team
- Represent Windmill at touring showcases and conferences as required
- Other duties as required

## **Education Program**

- Coordinate logistics of Windmill's Education Program including but not limited to the following;
  - the development and delivery of workshop programs
  - assistance with school bookings for South Australian regional tours and equity program as required
  - assistance with show education materials and study guides both print and online
- Contract specialist educators and artists to deliver aspects of Windmill's Education Program as required
- Assist with acquittals and reporting of educational programs as required
- Work with the marketing team on educational initiatives as required

### **Safety Awareness**

- Adhere to Windmill's policy and procedures on all matters relating to Work Health and Safety and Child Safety
- Other duties as required

### **PERSON SPECIFICATION**

#### **Qualifications / Experience**

A qualification and/or two years' experience in Arts Administration or Arts Management

#### **Key Competencies**

- A strong interest and desire to work in arts management
- Sound knowledge of the theatre industry
- Strong attention to detail
- Sound understanding of contracting processes
- An understanding of the delivery of performing arts projects including for national touring, venues and festivals
- 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
- Excellent computer skills, including 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 may be required

#### **Desirable Competencies:**

- Established networks within the national touring and performing arts sector
- An understanding of Creative Australia organisational application and reporting processes
- Demonstrated experience writing successful grant applications
- Demonstrated experience building and managing the effective delivery of performing arts tours
- Experience in arts project management including budgeting and forecasting
- Strong understanding of managing travel logistics for performing arts projects