

WORK WITH ILBIJERRI

Position title:	PRODUCER
Salary:	\$65-70k commensurate with experience + superannuation (10%)
Position type:	4-5 days/week (negotiable), 12-month contract, subject to a 3-month probationary period.
Accountability:	Reports to: Head of Producing
Conditions of contract:	37.5 hour week 4 weeks annual leave per annum Time-in-lieu of overtime
Work location:	Collingwood Yards, 30 Perry St, Collingwood (as of Dec 2021)
Travel requirements:	ILBIJERRI funded interstate and international travel may be required in this position, with the potential for rural and remote travel.
Position contact:	Name: Nina Bonacci, Head of Producing Phone: 0411 472 148 Email: nina@ilbijerri.com.au
To apply:	Applicants must follow the Application Process outlined below.
Note:	This position is only open to Aboriginal and/or Torres Strait Islander applicants. The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 12 of the Equal Opportunity Act 2010 (Vic) and s 8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic).

ABOUT ILBIJERRI THEATRE COMPANY

ILBIJERRI is the longest-established First Peoples' theatre company in Australia, celebrating 30 years strong in 2021 and creating, presenting and touring powerful and engaging theatre by First Nations artists to audiences across Australia and the world. ILBIJERRI Theatre Company is a fast-growing company, recently joining the National Performing Arts Partnership Framework (NPAPF), and increasing its reach and influence across the performing arts sector.

ILBIJERRI believes in the power of First Nations voices. Our creative processes support the empowerment of First Nations artists and communities to tell our stories, from our perspective.

Established in 1990 as a not-for-profit cooperative company, and based in Melbourne, ILBIJERRI is the longest running First Nations theatre company in Australia. Since 1990 we have been initiating and developing performances in collaboration with our community and artists. ILBIJERRI productions have toured nationally and internationally, received critical acclaim and resonated with both Indigenous and non-Indigenous audiences.

MISSION

ILBIJERRI Theatre Company creates challenging and inspiring theatre by First Nations artists that gives voices to our Cultures.

VISION

Our voices are powerful in determining the future of Australia. Our Culture is respected, celebrated and embraced.

HOW WE WORK

At ILBIJERRI, we share leadership and we work collaboratively. We are careful and compassionate, making consensus decisions after focused deliberation. Our work is about nurturing voices and growing leadership in others. To empower others, we lead from behind.

WHAT WE VALUE

The power of Indigenous voices

We work with First Nations storytellers (writers, directors, actors, key creatives, theatre practitioners) to tell our stories through high quality theatre as a continuation of our Culture.

Indigenous protocols and ways of working

We respect our people, Communities and artists by working in accordance with the protocols of our own Community, and those whose Country we are working on.

Self-determination

We ensure First Nations people drive all key decision-making processes within ILBIJERRI.

Respect

We always give our fullest respect to our people, our Elders, our Culture and Country and to all peoples with whom we share our land.

Indigenous diversity

We respect, celebrate, and embrace the cultural diversity of Aboriginal and Torres Strait Islander peoples, our stories, our culture and our experiences.

POSITION DESCRIPTION: PRODUCER

The Producer plays a vital role in the delivery of a diverse program of new work, touring, artist development, community engagement and cultural regeneration. The role requires previous experience in producing including in contracting, scheduling, logistics, relationship building and budgeting. The Producer works closely with the Head of Producing, Executive Director, Artistic Director and producing team to implement the day-to-day delivery of ILBIJERRI's artistic programming, administer the creation and presentation of new work and touring, and support the development of new community and artist development initiatives and programs.

KEY RESPONSIBILITIES

PROJECT MANAGEMENT

Deliver and administer ILBIJERRI projects.

- Work collaboratively with artists and community, especially during planning and presentation stages.
- Research and source artists, creatives and production crew, negotiate agreements and contracts, and manage all relationships throughout the project.
- Liaise with the creative/artistic team, presenters and project staff to deliver projects at a very high quality.
- Oversee and prepare contracts, working in collaboration with the General Manager to ensure contract agreement systems are effective and accurate.
- Ensure all project schedules are prepared, maintained, accurate, updated, and distributed as needed to relevant personnel.
- Coordinate risk assessment and risk management of projects.
- Ensure project meetings are run regularly and effectively, and liaise with appropriate staff across the organisation.
- Participate in project evaluations with artists, participants & stakeholders.
- Book venues (for creative developments, rehearsals, presentations etc...)and liaise with venue staff
- Negotiate and create venue agreements
- Assist with the preparation of evaluations, reports and analysis to ensure projects are meeting their goals, objectives and targets.
- Provide progress reports to the Executive Team and board (as requested).

FINANCIAL MANAGEMENT

- Scope, develop and manage project budgets, resources, and funding partners.
- Oversee project budgets including tracking income, expenditure, and reconciliation.
- Contribute to financial reports in conjunction with the Finance Manager and General Manager and identify and communicate budget variances to them in a timely manner.
- Assist the Executive Director & Development Manager to identify and secure project funding from philanthropic, corporate and government funding sources.
- Deliver acquittal reports to deadlines as required

RELATIONSHIP BUILDING

- Maintain strong relationships and trust with members of the First Nations community to support their participation and engagement in ILBIJERRI projects, including as creatives/performers, volunteers, audiences and community members.
- Build and maintain strong relationships with recurring and new presenters in order to sell or partner on ILBIJERRI work.
- Maintain awareness of artistic projects by First Nations artists and share information with the company and its stakeholders.
- Contribute to the quality of internal and external relationships with key ILBIJERRI partners/stakeholders - through clear communication, effective meetings, solid planning, and strong attention to detail.
- Work collaboratively and professionally with all ILBIJERRI staff and each project's creative team to ensure the success of all projects and tours.

TOUR COORDINATION

- Negotiate and prepare contracts for presenters and venues.
- Respond to enquiries from presenters ensuring accurate and timely information is provided.
- Administer pre-production of touring shows and ensure all material is successfully handed over to the tour manager/production manager.
- Coordinate technical requirements of the tour in conjunction with venues and the tour manager/production manager.
- Coordinate tour scheduling, working with partners and funders to achieve on time and on budget, to maximise the effectiveness of each tour.
- Coordinate and book accommodation and travel associated with the tour and provide concise information for the tour party.
- Coordinate data collection from the tour party and presenters and generate reports as required for management, board and funding partners.
- Ensure all projects are well documented and filed, including ensuring all files and reports are submitted by stage and production managers.

MARKETING & COMMUNICATION SUPPORT

- Assist the Marketing Manager and Marketing Admin Coordinator to produce timely and accurate promotional materials for projects and tours by supplying schedules and artist and event information within required timeframes.

KEY SELECTION CRITERIA

1. Experience and understanding of working with First Nations Cultures and Communities, particularly in relation to arts.
2. Experience in a similar role.
3. Demonstrated networks within the Aboriginal and Torres Strait Islander and Australian arts community
4. Demonstrated administrative and organisational skills, alongside practical producing, contracting and budgeting experience

5. Excellent communication skills and ability to work with a diverse range of people including artists, presenters, stakeholders and the Aboriginal and Torres Strait Islander Community
6. Capacity to work autonomously, manage deadlines and show initiative.
7. Enthusiastic and hard-working attitude and a willingness to learn.

In addition to the above criteria applicants for the Producer role are expected to be self-disciplined, motivated, innovative and culturally aware, and possess a commitment to furthering ILBIJERRI's Mission in line with our Organisational Values.

APPLICATION PROCESS

If, after reading through this document and visiting our website, you have further questions about the role, please call Nina Bonacci on 0411 472 148 or email nina@ilbijerri.com.au

Your application must consist of a one-page cover letter about why you would be perfect for the role, a statement of no more than two pages addressing the Key Selection Criteria outlining relevant skills and experience, a brief up-to-date CV – emailed as a single PDF with your name and the position title as the document's name.

Please keep in mind that if you don't address the selection criteria or follow the application process, we won't be able to assess your application.

- Applications by email only should be sent to jobs@ilbijerri.com.au by **3pm on Thursday 9 December 2021**
- While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally, and we appreciate your patience in not contacting us during this time.