



<b>Position Title:</b>	Producer - Adelaide Cabaret Festival
<b>Division:</b>	Programming
<b>Department:</b>	Programming, Development and Venue Sales
<b>Classification / Level:</b>	P&A6
<b>Reporting to:</b>	Executive Producer, Adelaide Cabaret Festival
<b>Positions reporting to this role:</b>	Nil
<b>Significant working relationships:</b>	Head of Programming – Commercial Executive Producer, Adelaide Cabaret Festival Artistic Director, Adelaide Cabaret Festival Assistant Producer, Adelaide Cabaret Festival Program Coordinator, Adelaide Cabaret Festival Programming Team Event & Design team for Adelaide Cabaret Festival Marketing Team AFC Ticketing Finance Department Festival artists, agents, managers Artists, directors, visiting performing companies AFC management and staff Service providers External Stakeholders including Ticketek
<b>Decision Making/Purchasing Authority:</b>	Within delegation but managing a specific budget line for development of new work
<b>Special Conditions:</b>	During festival periods, significant out of hours work will be required
<b>Information on Adelaide Festival Centre</b>	Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.

<b>Department Overview</b>	<p>Programming is charged with the responsibility of meeting the artistic objectives of the Trust. Its mission is to provide a balanced program of arts and entertainment which assists with the development of the arts in Australia and South Australia and creatively and effectively utilises the venues of the Adelaide Festival Centre. This helps to create opportunities for South Australians to experience arts and entertainment and to ensure the viability of the Centre by maintaining sufficient levels of activity to generate income from profit centres (catering, theatre hiring's, car parks, booking fees).</p> <p>Finally, the Programming Department creates and capitalises upon opportunities to use its creative and administrative resources to generate income for the Trust, which may then be used to support the Centre's broader artistic objectives.</p>
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<b>Summary of Key Purpose:</b>	<p>To work alongside the Executive Producer on the Adelaide Cabaret Festival through the provision of appropriate levels of project management and planning.</p> <p>Develop and maintain excellent working relationships with key internal and external stakeholders related to the Adelaide Cabaret Festival.</p> <p>Ensure excellent administration in areas of program deadlines, contracts, budgets, visas, logistics, calendar planner, festival database software and general administration</p> <p>To support the mission and objectives of the Adelaide Festival Centre Trust through participation in the work of the Programming Department and management of specific projects, events and operational areas as allocated from time to time by the Head of Programming, Commercial.</p>
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<b>Key Result Area / Accountabilities:</b>	
<b>ADELAIDE CABARET FESTIVAL</b>	
In consultation with the Executive Producer and Artistic Director develop and scope potential program ideas for consideration within the Adelaide Cabaret Festival (ACF), ensure all elements of the ACF are achievable within the available resources and budget, that timelines are planned and monitored and that activities and outcomes are achieved within the planned timeframe.	
In consultation with the Executive Producer work on overall program development and project management to realise a program of activities which facilitates the vision of the Artistic Director as agreed.	
Produce individual cabaret productions as requested	
Work with Assistant Producer, Program Coordinator and Interns responsible for implementing and maintaining festival schedules, systems and operating procedures to ensure the effective delivery of the ACF, including creating and maintaining databases, event grids, artist itineraries, artist rehearsal schedules, travel and accommodation schedules and other scheduling as required	
Liaise regularly with contracted artists/agents regarding their engagement at the ACF (e.g., marketing materials, production information, travel and dietary requirements).	
Where required oversee and assist the Assistant Producer and the Program Coordinator to coordinate and implement a ground transport schedule for artists across the ACF and coordinate a team of artist minders to support effective artist movement across the festival.	
Liaise with Venue Sales on a regular basis to ensure venue bookings and performance information is correct, confirmed and distributed	

Ensure artist itineraries and schedules are kept up to date at all times. Liaise with Publicity to ensure media and publicity calls are included in artist itineraries.
Provide Production with artist technical requirements including updates by artists.
Liaise with APRA to ensure appropriate licenses and documentation is in place and coordinate APRA payments.
Contribute to the coordination of Australian visa applications in conjunction with artists/ agents, Live Performance Australia and DIMIA. Ensure the Producer is updated regularly on visa approval processes.
Prepare and draft contracts including liaising with artists and companies, as well as staff and managers, to ensure contracts have been finalised in accordance with AFC requirements.
As required develop and coordinate tours for specific events with in the ACF under the guidance and with consultation with the Executive Producer.
Undertake any scheduling process as required.
As directed by the Executive Producer, Adelaide Cabaret Festival, prepare proposals, in liaison with Programming, Marketing and Development teams, for approval by Management and Trustees including rationales, risk assessments, budgets, pricing strategies, sensitivity analyses, schedules and contractual details.
Facilitate communication flow between Programs and other AFC departments by ensuring that relevant information has been passed on to appropriate departments, particularly in relation to travel and accommodation.
Produce a payment schedule and arrange for payment of fees, royalties and other payments to artists.
Liaise with artists regarding other information required, including marketing and technical information.
Establish and implement systems of database management and other appropriate systems as required for smooth and efficient delivery of AFC projects.
Liaise thoroughly with other departments of the AFC including Marketing, Development, Production and BASS to optimise positive results for the AFC and efficiently manage activities.
Manage and report on achievement of individual project objectives.
In consultation with the Executive Producer, Adelaide Cabaret Festival, develop, manage and monitor project budgets for Adelaide Cabaret Festival
Prepare Ticketek build forms for all proposed shows within agreed deadlines
Perform any other duties as directed by the manager, within level of skills, experience and competence.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
Demonstrate appropriate behaviour and adhere to AFCT's policies and procedures in relation to EEO and the prevention of Bullying and Harassment in the workplace, and the behavioural requirements specified in the <i>Code of Ethics for the South Australian Public Sector</i> .
Comply with all AFCT policies & procedures not limited to WH&S and Records Management.
<b>EBMS (Event Business Management System)</b>
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
<b>Work Health &amp; Safety Responsibilities (WH&amp;S)</b>
Care for your own and others' health and safety.

Comply with any reasonable instruction from the department, so far as you are reasonably able.

Cooperate with all reasonable departmental policies and procedures.

Comply with the WHS legislation.

Wear and maintain Personal Protective Equipment (PPE) as directed.

Use other safety and emergency equipment provided in the workplace.

Assist with and conduct risk assessments.

Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.

Implement WHS policies, procedures and safe systems of work.

<b>Key Competencies:</b>	<b>Requirement</b>
<b>Qualifications / Education</b>	
Tertiary qualifications in arts management or related areas	Highly Desirable
<b>Knowledge / Skills / Abilities</b>	
Previous experience in the presentation and/or production of the performing arts is required, with particular experience in the management of special projects, tours and events.	Essential
Ability to identify and access future audience box office potential of a wide range of arts presentations	Essential
Experience with contracting artists	Essential
Excellent communication and interpersonal skills.	Essential
Previous experience supervising staff.	Essential
Excellent negotiating skills.	Essential
An ability to operate with initiative and with minimal supervision.	Essential
Ability to develop and monitor budgets	Essential
Sound project management skills with ability to work within agreed budget.	Essential
Sound administrative skills including computer literacy in Word and Excel	Essential
A good understanding of the arts/entertainment industry	Essential
A consultative team building style with the ability to accept responsibility for making decisions.	Essential
Lateral thinking and problem-solving skills.	Essential
<b>Experience</b>	
Experience preparing proposals for management consideration	Highly desirable
Experience with drafting funding applications	Highly desirable
Experience producing and/or directing	Highly desirable

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Signature of Incumbent:

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Date: