

monkey baa

Producer (Maternity Cover)

- 4 or 5 days per week (negotiable)
- 12 months contract
- Salary: Gross \$80,000 plus super (pro-rata).

Role overview

As the Producer (Maternity Cover), you will report to the Artistic Director and work closely with the Executive Director. This role will involve overseeing Monkey Baa's production, touring, and artist engagement activities, managing critical aspects such as creative developments, artist contracting, scheduling and tour logistics. This role requires strong organisational skills, effective communication, and a commitment to the artistic and operational excellence of Monkey Baa's productions.

Detailed responsibilities

Artists' management

- Coordinate auditions, including scheduling, administrative tasks, liaising with agents, Directors, create auditions briefs etc.
- Manage performers, creative teams, and crew during creative developments.
- Lead and manage the contracting process for all creatives and performers for creative developments.
- Lead the contracting process for licensing, commissioning, performers, Teaching Artists, and creative teams. As well as amateur rights licensing.
- Manage negotiations and agreements with artists and agents.
- Ensure compliance with contractual obligations.
- Work closely with Head of Production to ensure accuracy in contracting creatives for different projects.
- Oversee contracts and schedules for rehearsals working closely with the Head of Production
- Manage logistics during performance periods including payroll, production images etc
- Manage logistics prior to commencement of engagements eg costume fittings, media engagements
- Ensure the wellbeing of artists throughout the project lifecycle.

Tour scheduling and producing

- In consultation with the Artistic Director and Executive Director, schedule and itinerise national and international touring productions.
- Build and maintain relationships with venues across Australia.
- Plan and schedule tours.
- Collaborate with the tour management and coordination team, Arts on Tour.

- Lead the relationship between Monkey Baa and Arts on Tour.
- Seek expressions of interest for shows.
- Collect and manage information related to tour planning.

Relationship management

- Work closely with the Executive Producer on key relationships.
- Lead relationships with major presenters (e.g., Arts Centre Melbourne, Sydney Opera House, Queensland Performing Arts Centre).
- Negotiate presenting and co-presenting deals
- Prepare proposals and pitches.
- Conduct meetings with major presenters.
- Be the point of contact for the touring party, Arts on Tour, and presenters when required.

Presented seasons producing

- Manage key relationships with partnering venues to negotiate co-presenting deals.
- Be the key contact between Monkey Baa and venues hired by the Company to self present seasons
- Manage all venue hire contracts and details with each venue
- Manage all travel aspects and season aspects of a self or co presented season.
- Manage the travel bookings alongside partners such as Arts on Tour, Stage and Screen etc or self manage.

Teaching Artist Tours

- Supervise the Associate Producer in scheduling and delivery of Teaching Artist Tours.
- In consultation with the Artistic Director and Learning Specialist, engage and manage all Teaching Artists.

Financial management

- Assist the Executive Director and Artistic Director to create production budgets.
- Coordinate payroll for all Monkey Baa productions, including teaching artist tours
- Supervise the Associate Producer in management of royalties collections and payments to creatives.

Line management

- Manage the Associate Producer and Teaching Artist
- Conduct performance management and staff evaluations.
- Direct and support staff members.
- Plan and budget for departmental needs.

General duties

- Attend and contribute toward industry forums, showcases, and conferences.
- Assist in writing touring applications and preparing acquittal reports as required.
- Perform other duties as required.

Additional considerations

- Ideally, the role will start late January 2025 but this is negotiable earlier or later.
- This role will be based in Sydney and will manage a staff member based in Brisbane.
- Some travel is required, including occasional trips interstate.
- Some evening work, common in the arts industry, will be required to accommodate performance schedules and events.

Reporting and key relationships

- Reports directly to the Artistic Director.
- Line manages the Associate Producer.
- Engages closely with the Executive Director, and Learning & Engagement Specialist, Head of Production and other team members ensuring integrated support across the organisation's functions.

Selection criteria

Mandatory

- Valid Full Driver's License.
- Working with Children Check or willingness to obtain one.

Essential

- Experience working with artists and coordinating artist logistical requirements
- Excellent people management and communication skills
- Exceptional administration and project management skills
- Ability to work as part of a team and work autonomously.

Desired

- Previous producing and tour management experience, ideally in theatre for young people.
- Knowledge of the arts and cultural landscape in Australia, especially in regional areas.

Child safety commitment

Monkey Baa Theatre Company is a child-safe organisation, requiring all staff to hold or be willing to obtain a Working with Children Check and clearance.

Diversity commitment

We are committed to diversity and encourage applications from people with disabilities, First Nations individuals, and those from regional Australia, aligning with our broader mission.

About Monkey Baa Theatre Company

Monkey Baa Theatre Company has been a leading provider of theatre for young people in Australia for over two decades. With a focus on creating exceptional theatrical experiences that reflect and enrich the lives of young audiences, Monkey Baa is dedicated to pioneering works that resonate with audiences across the nation, particularly those in remote and regional areas.

Applications

Please submit your application for the role by 4 December 2024 at 5pm via email at kevin@monkeybaa.com.au. Please include a cover letter that responds to the selection criteria and include your CV.

If you have any access requirements and would like to submit your application in another form please contact Kevin du Preez on 0492141354 or kevin@monkeybaa.com.au.