

# CHAMBER MADE

Meat Market, Office 22  
44 Courtney Street  
PO Box 302  
North Melbourne  
VIC 3051 Australia

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info@chambermade.org  
chambermade.org  
ABN 84 490 162 765

## POSITION DESCRIPTION

### Executive Producer

4 days per week (0.8 FTE)

Start date: Negotiable, preference mid-late July

3-year contract available with a 6-month probationary period

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#### Location

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44 Courtney Street,  
North Melbourne VIC 3051

#### Context

CHAMBER MADE operates at the nexus of contemporary performance, music and sound to make intimate works that grapple with the resonant themes of our times. The company is renowned for redefining artform boundaries and producing works that emerge from a deep collaborative dialogue across artform disciplines. Bringing contemporary composition and performance dramaturgy together in ever-shifting forms, our works have been presented in theatres, recital halls, lounge-rooms, galleries, on iPads and online. In addition to creating new works, Chamber Made is dedicated to making an enduring contribution to the broader Australian performing arts landscape. We create a locale for engagement, research, collaboration and innovation in cross-artform practice.

#### Position Summary

The Executive Producer [EP] is an outstanding and motivated professional who will work with the AD/CEO and the Board to shape, articulate and lead the organisation's strategic direction. The person in this role can recognise and capitalise on both creative and business opportunities in a strategic, dynamic manner. The EP will work closely with the AD/CEO and staff to deliver a multi-faceted annual artistic program and will maintain a network of strong relationships with funders, stakeholders, sector and industry contacts and the many communities served by Chamber Made. The EP is ultimately responsible for maintaining a sustainable operational and financial basis for the organisation. The Executive Producer directly reports to the Artistic Director/CEO, and prepares reports to the Chamber Made Board.

The EP will be joining the leadership team at an exciting moment in the Chamber Made's trajectory, with scope to contribute meaningfully to future directions of the company. There is potential for the role to expand and develop alongside the organisation's expected growth in coming years.

# CHAMBER MADE

## Duties and responsibilities

### MANAGEMENT, PRODUCING & PROGRAM

- Act as lead producer on CM works, projects and self-presented seasons
- Together with the AD, assist with planning, development & delivery of artistic program
- Negotiate and manage contracts with artists, venues, festivals, presenters and project funders, nationally and internationally
- Contribute to researching and writing of grant applications in conjunction with company staff
- Manage contracts and acquittals of funding submissions to local, state and federal government agencies, corporate sponsors and philanthropic trusts
- Supervision of staff, casuals and consultants as required
- Support the organisation's staff and promote and maintain a collaborative, flexible, productive and safe work environment, free of harassment of any kind

### STRATEGIC MARKET DEVELOPMENT & FUNDRAISING

- Plan and implement market development strategies that achieve stated goals of the company
- In partnership with the AD/CEO, promote the company and its works to current and potential presenting partners, festivals and other key stakeholders
- Represent the organisation at arts sector and community events, and deepen its networks at a local, national and international level
- With the AD and Communications Manager, develop and implement the company's fundraising strategies

### FINANCE AND BUSINESS ADMINISTRATION

- Development of annual budgets in partnership with AD/CEO, for approval by the Board
- Prepare and monitor project-specific budgets and control expenditure
- Oversee financial management and bookkeeping – including annual audit process – this includes providing AD and Board with regular financial reporting (profit and loss, balance sheet & statement of cash flows and revised forecasts) at all times working collaboratively with the Finance Officer
- With the Finance Officer, and under instruction from the AD/Board, manage company payroll and mandatory benefits to employees
- Ensure CM has appropriate operations, structures, systems and activities to meet compliance with legislative, policy and funding obligations; this includes overseeing company's insurance coverages
- Oversee the management of company's database [CRM] of partners including artists, presenters, funders, sponsors, suppliers and individual donors

### BOARD INTERFACE

- Through the AD/CEO, work with the Board as required to contribute to strategic planning and direction of the Company
- Deliver operational and financial reports at Board Meetings
- Assist with the preparation of Board Meetings including scheduling, the preparation of papers, minutes and the maintenance of appropriate records and other duties as directed

## **C H A M B E R M A D E**

- Provide support to the Board by ensuring legal governance compliance as an incorporated association
- Provide strategic advice on the organisation's positioning, policy and industry issues to the AD and Board; including broader industry trends and direction
- *Other duties as may be reasonably required*

### **Selection Criteria**

1. Experience and qualifications in the performing arts or related industry, and in particular, experience producing projects in national and international contexts
2. Financial management, including developing budgets, reporting and audit
3. Proven relationship management skills across a variety of key stakeholders (desirable: philanthropic experience – individuals and/or trusts & foundations)
4. High level planning, project and time management skills
5. Proven ability to manage staff and delegate work effectively
6. Excellent interpersonal skills and ability to effectively communicate

### **Essential Skills**

- Strong financial management skills
- High level organisational skills
- Excellent oral and written communication skills
- Consistency and attention to detail
- Fluency in working with Mac, Microsoft Office software, Dropbox, Google suite, Sales Force CRM and aptitude using electronic accounting software
- Experience in leadership positions

### **Personal Characteristics**

- Passion for the work
- Appetite for working within a small arts organisation
- Highly efficient, organised and reliable
- Thrives in a dynamic and changing environment and can prioritise accordingly
- Ability to work independently with initiative and also as part of a team
- Ensures own behaviour towards other employees is fair, respectful, non-discriminatory and free from harassment
- A commitment to a productive and supportive working environment that enhances work satisfaction and service delivery

### **Level of Supervision/Accountability**

This position will report to the CEO/Artistic Director with informal reporting to the Board.

### **Direct reports**

Finance Officer, other administrative and casual staff / project staff / consultants / contractors

# **C H A M B E R M A D E**

## **Conditions of Employment**

Salary range: \$65,000-70,000 pro rata, paid in fortnightly installments

Additional, mandatory superannuation will be paid by Chamber Made

Annual and other leave entitlements as stipulated in contract

Hours/days of the working week: To be negotiated, based on 0.8FTE (30.4hrs/week), with working hours generally 9.30am-5.30pm. A normal working day is 7.6 hours, exclusive of lunch break.

Due to the nature of the organisation, work outside of office hours is expected. This may include on occasions evenings and weekends. From time to time, other duties outside the scope of this position description may also be required.

Time-in-lieu of overtime & 4-weeks annual leave per annum, pro rata

Some national and international travel is involved in this position.

## **APPLICATION PROCESS**

Candidates are required to submit an application via email to [tamara@chambermade.org](mailto:tamara@chambermade.org), which includes:

- A. Cover Letter
- B. Response to Selection Criteria (2-3 pages)
- C. Curriculum Vitae including two referees

APPLICATIONS CLOSE at 5pm on Tuesday 19 June 2018.

For further information about the role please contact Artistic Director Tamara Saulwick and/or outgoing Creative Director Tim Stitz on 9090 7095.

## **RECRUITMENT PROCESS**

- Role advertised on 31 May 2018
- Applications close at 5pm on Tuesday 19 June 2018
- Interviews week of Monday 25 June 2018
- Commencement/start date negotiable (preference ASAP)