

POSITION DESCRIPTION

Associate Producer, Touring

Position Title:	Associate Producer
Department:	Touring
Location:	Based at The Opera Centre, Melbourne, but may be required to work and/or be based at other company work locations, as required.
Classification:	Administration
Employment Type:	Maternity contract (12 months) Full time

The Company

Opera Australia is Australia's national opera company, dedicated to enriching Australia's cultural life with exceptional opera and sustaining and developing the art form.

Opera Australia is the largest and busiest performing arts organisation in Australia, with over 600 opera performances a year, including two opera seasons in Sydney and Melbourne, Opera on Sydney Harbour, musical theatre, opera concerts and a range of other activities. Through its touring arm, the Company reaches out to communities in regional Australia, and delivers an exciting program to school students. Opera performances are broadcast and distributed nationally and internationally.

Opera Australia casts its productions from an ensemble of Australian artists - opera singers, dancers, conductors and répétiteurs, with regular appearances by international guest artists. The Company manages the Australian Opera and Ballet Orchestra and also works in partnership with Orchestra Victoria. The Company works with leading directors and designers, and employs a large number of highly skilled people in the areas of scenic construction and painting, wardrobe and wig-making, stage production, and management and administration. Overall, the Company plays a vital role in developing and sustaining a specialist skills base in this unique area of the performing arts.

For further information please refer to our website at opera.org.au.

The Touring Department

The Touring department is a producing unit within Opera Australia's Touring and Commercial division. Its aim is to bring great opera to all Australians, regardless of where they live. The annual core activities of the Touring department include a nation-wide Regional Tour of a full scale opera and two Schools Tours to primary school students across metropolitan and regional Victoria and New South Wales. The Touring department also develops innovative new works for touring using various presentation models including co-productions and is constantly looking for new ways to present opera and to bring new audiences and the next generation to opera.

The Regional Tour aims to reach significant adult and student audiences beyond the Sydney and Melbourne seasons, while continuing to explore ways to deepen its engagement with the communities it visits. Working with local presenters and networks, the Regional Tour enables Australians to access and engage with professionally-staged opera within their own communities.

Opera Australia's Schools Tour introduces young Australians to opera and the experience of live performance as well as enhancing classroom learning in the areas of music and drama. The Schools Tour performs a range of traditional and contemporary operas that are especially designed and adapted for K/prep – 6 students. Each 50-minute in-school performance is followed by an interactive Q&A session and is supported by a teacher's resource kit. The Schools Tours perform for between 70,000 and 80,000 students a year.

In association with the Regional Tour, Schools Tours and OA's in-theatre activities there are also numerous opportunities for communities to be involved in opera as participants in educational projects, workshops and accessibility programs especially tailored to meet a community's needs.

Position Summary

The Associate Producer, Touring is responsible for the successful implementation of the touring projects including, but not limited to the Regional Tour and Schools Tour programs on time and within budget. The role will manage the planning and implementation of delegated project/s and will be a key liaison between internal and external stakeholders. The Associate Producer will lead a team of three administrative staff and up to 60 seasonal staff to deliver the Touring programs within the wider Company.

Reporting Line

Reports to: Executive Producer, Touring & Commercial

Direct reports: Coordinator, Touring
Operations Coordinator, Touring
Administrator, Touring (part-time)
Seasonal artists, musicians and production crew for each project

Key Accountabilities

Key accountabilities include, but are not limited to the following:

General Management

- Oversee the development and delivery of a balanced, financially viable, high quality, diverse and sustainable Touring Program. This includes the annual Regional & Schools Tours, extensive community engagement programs, commissioning of new works for touring, the development of imaginative co-productions and other creative partnerships.
- Develop a strategic approach for audience development and improving access to Opera with optimal financial, artistic and community outcomes.
- Develop and manage new community-based programs, partnerships and other engagement initiatives that increase OA's reach and presence across Australia. Deepen relationships with various community stakeholders.
- Work collaboratively with external partners, civic and artistic, regionally, nationally and internationally, corporate and not for profits, Community Arts and Cultural Development Sector, Schools and teachers, professional presenters and venues, community based presenters, small, medium and large arts organisations, the Opera Conference, government at local, state and federal levels, artists, agents and promoters to maintain and develop effective creative and strategic relationships.
- Establish and maintain effective team communication with all departments of Opera Australia.

Project Management

- Manage delegated projects with highest efficiency, minimising risks, maintaining budget and compliance

- Manage all aspects of the development and implementation of delegated projects together with project and organisational staff, including planning, scheduling, artistic, production, marketing and communications, financial and sponsorship to ensure the successful delivery of delegated projects.
- Work with creatives, internal and external stakeholders, to ensure that the articulation of the artistic vision is achieved at the highest possible standing within the allocated budget.
- Oversee the management and negotiation of all artist, presenter, venue, funding and co-production contracts for the department.
- Take overall financial responsibility for the activities of the Department through preparing, setting, monitoring, and managing the expenditure control of annual program budgets with the Executive Producer, Touring & Commercial .
- With the Artistic Director, audition, select and appropriately contract creative teams and artists.
- Oversee the engagement, hiring and performance management of all creative and production personnel (seasonal and casual).
- Manage the preparation of budgets as required and manage delegated project budgets across all project costs.
- Manage venue requirements, legal, insurance, statutory and Workplace Health & Safety requirements, including the clear communication of policies and procedures to project staff and suppliers, for delegated projects.
- Work with corporate partnerships to smoothly integrate sponsor requirements into delegated projects as required.
- Support Corporate Sponsorship in the management of key project stakeholders, including managing ticketing, hospitality, marketing collateral and any other benefits in relation to these stakeholders.
- Work with marketing and communications on all aspects of marketing and communications deliverables for delegated projects.
- Oversee the preparation of marketing materials, campaign design and delivery, publicity and ticketing.
- Manage post event debriefs and compile post event reporting for delegated projects.

Funding Management

- Manage the coordination, preparation and writing of government grant funding applications and subsequent acquittals in collaboration with the Government Relations Manager.
- Support and collaborate with the Philanthropy Department in the coordination, preparation and writing of philanthropic funding applications and subsequent acquittals.
- Inform and support potential sponsorship, partnership and fund raising opportunities.
- Ensure OA complies with the conditions of funding agreements with government agencies, sponsors, partners and private donors for touring and outreach programs.

Common Accountabilities

Opera Australia is committed to the health, safety and wellbeing of its staff. The company and its staff must comply with a range of statutory requirements, including equal opportunity, work health and safety, privacy and trade practice. The Company also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working. Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

All staff must:

- treat other staff and members of the public with respect
- act with integrity and meet the company's high standards of personal and professional conduct
- take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others;
- report incidents and hazards to their immediate manager as soon as practicable.

All Managers of staff and facilities must do whatever is reasonably practical to ensure that both the workplace and the work are safe, in consultation with staff affected.

Key Selection Criteria

The key selection criteria for the role are:

- Demonstrated touring management experience
- Demonstrated budget and contract management experience
- Demonstrated relationship building, stakeholder management and networking skills
- An empathy and passion for the artistic process and an intuitive understanding of the special needs of creatives
- Strong organisational skills with excellent attention to detail
- Excellent problem solving and negotiation skills
- Strong leadership and management skills with proven experience supervising staff and ability to motivate teams to ensure high performance and strong team culture
- Excellent communication and interpersonal skills, and a polite and professional manner
- Exceptional time management skills
- Good computer literacy and database experience
- A team player who is self-motivated and shows initiative
- A flexible attitude to duties/responsibilities and working hours

Other desirable skills and experience:

- Tertiary qualification in arts, events management, or a related field
- Good knowledge of the performing arts industry in Australia and familiarity with opera

- Drivers licence

Other considerations

Appointment to this position is subject to the position holder having residency status and/or possessing a visa with work rights. Appointment may also be subject to passing a mandatory Working with Children check, where required by law. For some positions, an independent health and fitness check or criminal records check may also be required.

The role involves some travel as well as some evening and weekend work.

This position description will be reviewed on a regular basis and changes made to reflect changes in the requirements of the role. Staff will be consulted in the process of review.

Endorsed:	Name: Alex Budd Title: Executive Producer, Touring & Commercial Date:	Approved:	Name: Mahua Das Title: HR Director Date:
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