

# Role Description

## Producer, First Nations Programming



Cluster	Department of Planning & Environment
Division/Branch/Unit	Sydney Opera House
Location	Sydney CBD
Classification/Grade/Band	Grade 3, Level 2
Kind of Employment	Enterprise Agreement – Temporary
ANZSCO Code	212112
PCAT Code	1119192
Role Number	New Role
Date of Approval	25 January 2018
Agency Website	<a href="http://www.sydneyoperahouse.com">http://www.sydneyoperahouse.com</a>

### AGENCY OVERVIEW

The Sydney Opera House is an Executive Agency of the NSW Department of Planning & Environment. The Opera House is operated and maintained for the Government of NSW by the Sydney Opera House Trust, which is constituted as a body corporate under the Sydney Opera House Trust Act 1961.

The Sydney Opera House is an iconic Australian institution that embodies beauty, inspiration and the liberating power of art and ideas.

Our vision is to be as bold and inspiring as the Opera House itself.

Our mission is twofold:

- To treasure and renew the Opera House for future generations of artists, audiences and visitors; and
- To inspire, and strengthen the community, through everything we do.

### PURPOSE OF THE ROLE

The Producer, First Nations Programming is responsible for the effective coordination and presentation of First Nations projects, initiatives and events as part of the SOH Presents programming. The Producer, working primarily to the direction of the Head of Programming with artistic leadership provided by the Head of First Nations Programming, project manages allocated events through to successful completion including generating business cases, budgets, modelling revenue options, negotiating financial arrangements and contracts, and project managing the array of internal and external stakeholders involved. Whilst a broad artistic dialogue across the team occurs, the Producer, First Nations Programming is a project leadership and delivery position, not a programming position.

### KEY ACCOUNTABILITIES

- Working in close collaboration with the Head of First Nations Programming and Head of Programming and other senior team members, develop year-round programs to support the artistic and business planning objectives of the First Nations program stream. This includes the development of project business cases to substantiate parameters and gain approval and undertaking post-event reporting and analysis, with input from relevant stakeholders to capture key learnings to apply to future programs.
- Provide project leadership across a diverse team of SOH staff and external stakeholders in the planning and operational delivery of all aspects of program to ensure the highest levels of artistic, operational and financial success.
- Develop and maintain strong and productive relationships with local and international First Nations programmers, festivals, producers and artists.
- Provide input into the development of marketing and publicity campaign plans and ensure the implementation is coordinated with all stakeholders and adapts nimbly to ticket sales and other factors as required.
- Negotiate deals and contracts with artists, agents, publishers and project partners, ensuring all salient matters are agreed and accurately recorded. Ensure that any and all contractual obligations are clearly defined with artists and communicated to relevant team members
- Develop budgets for projects, including detailed costing of expenditure, soliciting estimates and quotes from others and modelling multiple revenue options. Be responsible for the control and management of the project budget through to project completion, including optimising revenue and applying for relevant arts/cultural and other funding sources under direction from the Head of Programming.

- Undertake delivery of projects, including where necessary travel, accommodation, production, ground transport, artist scheduling, visas/immigration etc.
- Work on other projects in the First Nations Programming area, and/or on projects within other art form areas as directed.

## KEY CHALLENGES

- Balance competing project timelines and priorities to ensure project deadlines are met and that operational and artistic planning obligations are balanced.
- Meeting the expectations of internal and external stakeholders whilst maintaining the artistic integrity, audience engagement and financial success of projects.
- Maintaining a year-round planning cycle for First Nations Programming in a busy and complex organisation with many competing artistic and operational priorities.

## KEY RELATIONSHIPS

WHO	WHY
<b>Internal</b>	
Head of Programming	To respond to directions from this role on all matters, discuss and receive guidance on delivery of programs.
Head of First Nations Programming	To receive direction, guidance and advice on program planning and idea development. Undertake duties and tasks as assigned, working autonomously within the mandate given while keeping abreast of and involved in relevant operational planning and roll-out of projects as requested.
Director, Performing Arts	To respond to directions from this role on all matters, discuss and receive guidance on implementation and effectiveness of the program and financial aims of SOH.
Head of Operations & Business Management, SOHP	To respond to directions from this role on all matters, keep broadly involved on all relevant matters and to seek direction on matters related to process, systems, HR, administration, logistics and ticketing, planning and resource planning.
Senior Business Analyst and Business Analyst, Finance	To respond to directions from these roles on all matters, keep broadly involved on all relevant matters and to seek direction on matters related to budgets, event cases and financial management.
Other Program Heads and Producers	To contribute to the broader objectives, and ensure integration of activities across the whole of the SOH Presents program, supporting other staff in a proactive and collaborative manner.
Other Programming Staff	To work collaboratively and ensure other staff working on projects have what they need to do their jobs effectively to support projects.
Marketing and PR Colleagues	To keep involved from early on, to work with on an equal basis respecting expertise and advice and to allow them to have the broad mandate to fully manage their portion of the project.
Production and Account Managers	To keep involved from early on, to work with on an equal basis respecting expertise and advice and to allow them to have the broad mandate to fully manage their portion of the project.
<b>External</b>	
Aboriginal community groups and organisations	To engage with custodians, elders and the broader community
Contract staff	To oversee as necessary.
Resident Companies, Presenters, Producers, Agents, and Promoters	To discuss projects, develop and maintain networks.
The Arts/Entertainment Industry, Media and the General Public	To discuss projects, negotiate participation, develop and maintain networks.
Artists, Speakers & Arts Companies	To ensure that artists and speakers under contract to SOH are treated respectfully and their expectations and needs are met resulting in a memorable and enjoyable performance at SOH

## **ROLE DIMENSIONS**

### **Decision Making**

The Producer, First Nations has a degree of autonomy concerning the presentation of projects and programs approved by the Head of First Nations Programming and Head of Programming. The position can negotiate certain commercial arrangements, model revenue and co-develop marketing and pricing strategies and production/presentation plans with relevant colleagues. The position is given broad direction from the Head of First Nations Programming, and is required to translate this into project delivery strategies. The position is accountable for ensuring the success of these strategies.

The Producer, First Nations Programming:

- has the mandate to develop external relationships, partnerships and create and propose for approval programming projects that are within the set parameters
- works collaboratively with senior SOH team members including the Head of Programming, Head of Operations and Business Management and Business Analyst to receive direction on matters relating to best professional practice, resourcing and operational requirements, financial and risk management and all other matters except those of artistic curation
- is able to negotiate and enter into financial commitments and contracts that are consistent with *both* the Delegations Policy and the approved project business case for the applicable project without reference to the Head of Programming, providing such negotiations and contracts are consistent with the broad direction set by the Head of First Nations Programming and consistent with SOH best practice
- is broadly authorised to make the necessary decisions in the operational planning and delivery of programming projects provided that decisions are consistent with policy, best practice and the general direction from the Head of First Nations Programming

### **Reporting Line**

Head of Programming, SOH Presents

### **Direct Reports**

Nil

## **ESSENTIAL REQUIREMENTS**

- A minimum of 5-10 years of experience in delivering or collaborating to a high-level on an arts program with substantial First Nations engagement/projects
- Sound knowledge of the First Nations performance and broader arts programming space, including but not limited to relevant artists, companies, genres, trends, arts festivals, venues, arts centres, arts companies and artists, both nationally and internationally
- Proven ability and experience in conducting successful daily interactions with international, national and local agents, promoters, venues and artists; including acting as a conduit between artists, agents and co-presenters in a large, complex arts organisation and/or venue
- Proven ability to successfully lead multi-layered projects in a complex stakeholder environment and with competing priorities
- Proven ability and experience in developing and implementing project business cases and project budgets including modelling and optimising revenue
- Experience in leading a team of direct and indirect reports using persuasion and influence to achieve positive objectives
- Experience working collaboratively with marketing and publicity staff to achieve successful artistic and commercial outcomes
- Experience negotiating and preparing contracts with artists, agents, and arts organisations
- Excellent oral and written communication skills including the ability to advocate for projects at a high level to a range of stakeholders
- Strong team and relationship management skills, including experience of conflict resolution
- Some previous experience in production management, stage management, and/or managing artist logistics is desirable.

## Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Foundational
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Intermediate</b>

## Focus Capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Maintain own motivation when tasks become difficult</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Create opportunities for others to be heard</li> <li>Actively listen to others and clarify own understanding</li> <li>Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Build a supportive and co-operative team environment</li> <li>Share information and learning across teams</li> <li>Acknowledge outcomes which were achieved by effective collaboration</li> <li>Engage other teams/units to share information and solve issues and</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>problems jointly</li> <li>Support others in challenging situations</li> </ul>
		<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>Perform basic research and analysis which others will use to inform project directions</li> <li>Understand project goals, steps to be undertaken and expected outcomes</li> <li>Prepare accurate documentation to support cost or resource estimates</li> <li>Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>Identify and escalate any possible variance from project plans</li> </ul>