

# Role Description

## Head of Contemporary Performance



Cluster	Department of Premier & Cabinet
Division/Branch/Unit	Sydney Opera House
Location	Sydney CBD
Classification/Grade/Band	Grade 5, Level 2
Kind of Employment	Enterprise Agreement – Ongoing
ANZSCO Code	212112
PCAT Code	111192
Role Number	W0291R02707
Date of Approval	8 July 2020
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 Premier & Cabinet. 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

This senior artistic leadership position is required to program and present an annual program of profit-generating popular entertainment and a selection of contemporary culture events and performance seasons. The role is responsible for the artistic framework of commercial entertainment and contemporary performance, and for the artistic planning and selection of events. Working alongside a producing resource, the role has overall accountability for the project management and delivery of projects, including negotiating deals, budgeting, writing proposals and business cases, and briefing marketing and production teams. This position is expected to work within the Artistic Strategy and is responsible for the management of the annual budgeting that includes both commercial and subsidised events. This position also works alongside other Heads of Program in Contemporary Music, Digital, Talks and Ideas, First Nations and Children, Families & Education to produce a comprehensive Sydney Opera House Presents offering to audiences throughout the year.

### KEY ACCOUNTABILITIES

- Develop priorities for Sydney Opera House's contemporary performance program, that ensure artistic and commercial success.
- Be responsible for Sydney Opera House's existing commercial entertainment offerings (including but not limited to the Summer Studio season, cabaret, circus, magic, comedy, and musical theatre) and further prioritise and develop new programs/commissions/events to ensure a diverse overall performance offering of the highest artistic standard.
- Contribute to the SOH Presents strategic planning process for all art forms, support broader Portfolio priorities, and assist in developing cross-arts programming opportunities on site.
- Develop Sydney Opera House's artistic relationships with its commercial and contemporary stakeholders and maintain outstanding and mutually beneficial relationships with industry peers, producers, performers, promoters, artists, and expert practitioners and companies nationally and internationally.
- Develop budgets for projects, including detailed costing of expenditure, soliciting estimates and modelling multiple revenue options and then oversee the control and management of the project budget through to project completion, including directly undertaking artist deals and negotiations where required.
- Develop project business cases to substantiate project parameters and gain approval to proceed and complete post-performance reviews to inform future planning and programming.

- Research emerging trends in commercial entertainment, contemporary culture artforms, and other genres as well as audience's consumption of these genres, with a view to creating new opportunities for their development and performance at Sydney Opera House.
- Work in close collaboration and on an equal partnership basis with all stakeholder departments including Marketing, Publicity, Partnerships, Intel Broadcast Studio, Production Services and Theatre & Events colleagues, including them in project planning, taking a leadership role and being responsible for a successful working relationship.

## KEY CHALLENGES

- Delivering work of the highest standard within a programming framework and allocated annual budget
- Delivering on profit KPIs in a complex working environment with many competing venue and resourcing priorities

## KEY RELATIONSHIPS

WHO	WHY
<b>Internal</b>	
Director, Programming	To respond to directions from this role on all matters. To discuss and devise artistic plans, selection of programming projects and report on outcomes. To discuss and receive guidance on implementation and effectiveness of the program and the broader artistic and financial aims of SOH.
Head of Operations and Business Management, SOHP	To respond to directions from this role on all matters except that of artistic curation. To keep broadly involved on all relevant matters and to seek direction on matters related to process, systems, HR, administration, staffing, planning and resources.
Senior Business Analyst	To respond to directions from this role on all financial matters, keep broadly involved on all relevant matters and to seek direction on matters related to budgets, event cases and financial management.
Heads of Program	To collaborate as a team under the leadership of the Director, Programming to own the Artistic Strategy, to deliver the programming and to debate and agree on artistic policy and direction.
Producers	To provide leadership and supervision on a day-to-day basis, share and collaborate on program plans and artistic aspirations, receive operational reports and use as a sounding board for ideas, to participate in a partnership that ensures each project has a seamless transfer of artistic objectives to operational delivery.
Chief Executive Officer	To regularly meet and brief on thinking and plans. Act as advocate for program.
Marketing and Communications managers and team members	To keep constantly involved in ideas development and medium to long-term programming and project level planning. To keep in close contact on the development of marketing, online and PR plans for projects on an equal basis, respecting expertise and advice and allowing them to have the broad mandate to fully manage their portion of the project.
Theatre & Events management and team members	To keep in close contact on the development of projects on an equal basis, respecting expertise and advice and allowing them to have the broad mandate to fully manage their portion of the project.
Other SOHP staff	To act as a leader and mentor, working collaboratively and ensuring other staff have what they need from this position to do their jobs effectively and to be responsive to feedback on ideas for programming and improvement of how the Contemporary Performance area operates.
<b>External</b>	
Presenters, Producers and Promoters	To discuss projects, negotiate participation, develop and maintain networks.
The Arts/Entertainment Industry, Media and the General Public	To represent the SOH as one of the key public faces of the organisation including undertaking media interviews, giving speeches at functions and representing SOH at conferences and events etc as necessary.
Artists and Arts Companies	To ensure that artists under contract to SOH are treated respectfully and warmly, and their expectations and needs are met resulting in a memorable and enjoyable performance at SOH.

## ROLE DIMENSIONS

### Decision Making

The Head of Contemporary Performance is a senior arts leadership position within SOH Presents, broadly across all of Sydney Opera House and in the arts community of Australia which uses astute judgement and high-level expertise in developing the program and managing issues and balancing the competing and/or conflicting demands of internal and external stakeholders.

The Head of Contemporary Performance:

- is accountable to the Director, Programming on all matters including the successful development and delivery of projects within the Contemporary Performance area.
- has the mandate to develop external relationships, partnerships and create and propose for approval programming projects that are within budget and consistent with the Artistic Strategy and have been referenced to other Heads of Program and Director, Programming in the planning process.
- must work with the Head of Operations & Business Management, SOH Presents to plan human and other resources and follow the directions of the Head of Operations & Business Management, SOH Presents on all matters except that of artistic curation.
- must work with the Senior Business Analyst, SOH Presents on the development and management of the annual budget, forecasts, development of event cases and project budgets and financial matters generally and follow the directions of the Senior Business Analyst on all financial matters.
- is able to negotiate and enter into financial commitments and contracts that are consistent with both the delegations and the approved Project Business Case for the applicable project without reference to the Director, Programming.
- is broadly authorised to make the necessary decisions in the operational planning and delivery of programming projects provided that decisions are consistent with policy and the general direction from the Director, Programming.
- is expected to fully manage and supervise any direct reports including performance management, development and training plans, and where authorised to do so, engage staff for vacant positions.

### Reporting Line

Director, Programming

### Direct Reports

Producer, Contemporary Performance

Associate Producer, Contemporary Performance

## ESSENTIAL REQUIREMENTS






- Degree qualified with a minimum of 10 years' experience in a senior role, with a successful track record in creating and delivering artistic projects
- A high-level profile as a respected member of the arts and cultural sector
- Extensive knowledge and appetite for most forms of popular entertainment, plus an understanding of contemporary cultural trends and the ability to translate these trends into viable cultural initiatives.
- Significant experience in developing and producing a commercial-level scope of work.
- Wide experience in selecting content and artists for programs.
- Strong knowledge of the workings of the arts and cultural industry and its national and international networks.
- A networker with significant links and contacts throughout Australia and internationally which can be utilised to support this role.
- Experience in developing and implementing business plans and strategies.
- Experience in generating ideas and translating them from concept to reality.
- Experience in developing and managing networks and partnership relationships.
- Ability to understand the commercial imperatives of an arts organisation, including the roles played by marketing, sponsorship and philanthropy.
- Ability to work in a team and work effectively in a complex and lively working environment.
- Negotiation and contract management skills.
- Sound analytical and problem solving skills.
- Excellent budget management skills.
- Highly articulate with excellent writing skills.
- An ability to represent SOH externally and to bring credibility and authority to their public advocacy for the arts.
- An ability to attend events and performances in the evenings/weekends in Australia and internationally.

## CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### 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	Advanced
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Advanced</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	<b>Deliver Results</b>	<b>Advanced</b>
	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Adept
	<b>Project Management</b>	<b>Adept</b>
 People Management	<b>Manage and Develop People</b>	<b>Adept</b>
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Intermediate

### 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> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>Set an example for others to follow and identify and explain ethical issues</li> <li>Ensure that others understand the legislation and policy framework within which they operate</li> <li>Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Communicate	Advanced	<ul style="list-style-type: none"> <li>Present with credibility, engage varied audiences and test levels of understanding</li> </ul>

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Effectively		<ul style="list-style-type: none"> <li>• Translate technical and complex information concisely for diverse audiences</li> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Actively listen and encourage others to contribute inputs</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high quality customer-focused services</li> <li>• Understand customer perspectives and ensure responsiveness to their needs</li> <li>• Identify customer service needs and implement solutions</li> <li>• Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>• Drive a culture of achievement and acknowledge input of others</li> <li>• Investigate and create opportunities to enhance the achievement of organisational objectives</li> <li>• Make sure others understand that on-time and on-budget results are required and how overall success is defined</li> <li>• Control output of business unit to ensure government outcomes are achieved within budget</li> <li>• Progress organisational priorities and ensure effective acquisition and use of resources</li> <li>• Seek and apply the expertise of key individuals to achieve organisational outcomes</li> </ul>
<b>Results</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>• Assess work outcomes and identify and share learnings to inform future actions</li> <li>• Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>• Exercise delegations responsibly</li> <li>• Understand and apply high standards of financial probity with public monies and other resources</li> <li>• Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</li> <li>• Conduct and report on quality control audits</li> <li>• Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>People Management</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>• Define and clearly communicate roles and responsibilities to achieve team/unit outcome</li> <li>• Negotiate clear performance standards and monitor progress</li> <li>• Develop team/unit plans that take into account team capability, strengths and opportunities for development</li> <li>• Provide regular constructive feedback to build on strengths and achieve results</li> <li>• Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way</li> <li>• Monitor and report on performance of team in line with established performance development frameworks</li> </ul>