

DUTY STATEMENT

PERFORMING ARTS MANAGER

SALARY:	\$75,000 - \$85,000 in accordance with NT Community Services Awards 10% Superannuation contribution 6 weeks annual leave and 10 days sick leave
RESPONSIBLE TO:	Chief Executive Officer, Artback NT
LOCATION:	Artback NT, 8 McMinn Street, Darwin NT 0801 Must be able to travel for period of time
HOURS OF WORK:	38 hours / week Some out of work hours required

The Performing Arts Manager position combines the roles of Creative Producer and Tour Coordinator and also advocates for the needs, value, excellence and importance of works created in the Northern Territory (NT) by NT artists and arts workers.

The position is a program manager's role and, as such, will incorporate all grant writing logistics / marketing / promotions and administrative duties as required to achieve the following listed outcomes with the support of the Chief Executive Officer, Communications Manager and the Artback NT team.

RESPONSIBLE FOR:

Theatre and Dance

- Developing a strong, artistically vibrant program of theatre and dance activities including skills development and performance in the NT
- Sourcing and supporting NT theatre and dance practitioners to develop work
- Contributing to the development of NT theatre and dance arts product for national and international touring

Music

- Working in partnership with Producers to tour NT musicians throughout the Territory, nationally and internationally

Combined

- Developing, managing and delivering (Tour Coordination) a theatre, dance and music touring program through the Northern Territory in a range of venues – from managed theatres with skilled technicians through to outdoor basketball courts working with volunteer groups
- Raising the profile and level of activity surrounding theatre, dance and music in the NT
- Advocating on behalf of NT artists nationally and internationally

RELATIONSHIPS:

The Performing Arts Manager role also has a strong advocacy function and the position will work closely with Artists and Producers in the NT.

The successful candidate will represent NT interests on national networks and through Territory, national and international forums, as appropriate.

DUTY STATEMENT:

Operations and Programming

- Develop, project manage and promote all aspects of Artback NT's theatre, dance and music development and touring program in liaison with the Chief Executive Officer, within budget and in accordance with agreed indicators from funding agencies
- Source, develop, support and, where appropriate, manage opportunities for the production and touring of theatre, dance and music work by NT artists
- Build and support creative teams to operate alongside NT theatre and dance practitioners to produce work

- Build and manage touring teams to take NT artists throughout the Territory, nationally and internationally
- Focus on opportunities provided by Playing Australia and other touring / funding mechanisms for the development and touring of NT artists
- Develop partnerships and strategies to lever additional funds into the program for its long-term sustainability
- Work cross culturally and with respect to difference
- Develop and maintain excellent relationships with venues, presenters and producers throughout the Northern Territory and nationally
- Represent and advocate on behalf of NT artists and producers through local, national and international networks
- Provide showcase opportunities for NT producers at local, national and international levels
- Identify and implement audience development strategies in line with the Artback NT Strategic Plan
- Identify skills gaps and training opportunities for the sector and work to address these
- Prepare show and tour documentation, including performer and presenter contracts, performer support material, tour books and other documentation, as required
- Provide strategic and operational support to the Chief Executive Officer and perform any other duties as delegated and negotiated with the Chief Executive Officer
- Participate as a member of the Artback NT staff team, in all staff and organisational meetings and planning

Marketing & Communications – Sponsorship

- Work in partnership with presenters and the Communications Manager to advise and support appropriate marketing and promotion of Artback NT and its programs and activities, within budget
- Seek appropriate sponsorship and funding, in order to develop the program. This includes local, Territory and federal funding bodies as well as corporate and philanthropic funding
- Coordinate and produce reports, grants and sponsorship proposals and acquittals and provide accurate and timely reporting in relation to the expected outcomes as per any and all conditions of funding, government contracts and the Artback NT Strategic Plan

Administration

- Maintain serviceable filing and record keeping systems
- Maintain internal office procedures and systems as directed, including but not limited to current operating systems and Artback NT work procedures
- Undertake program administration as identified and negotiated with the Chief Executive Officer in accordance with the Artback NT Strategic Plan

APPLICATION:

Closing date: 5pm, Sunday, 19 December 2021

To apply:

Applications must specifically address all the selection criteria below and should outline relevant work history and experience.

You will also need to provide a CV and at least three professional referees.

All applications are to be sent via email to ceo@artbacknt.com.au

If you have any queries please contact Shay Vigona-Goudge on:
ceo@artbacknt.com.au or 08 89 411 444.

Selection Criteria – Essential

1. Extensive knowledge of and experience in the development, production and delivery of performing arts touring programs
2. Demonstrated ability to build strong, respectful and enduring relationships with the arts sector – including venues, artists and communities
3. Knowledge of Northern Territory and interstate touring organisations, producers, presenters and local presenter groups, venues and community organisations
4. Strong strategic and operational planning skills combined with sound administrative and financial skills in relation to programming, budgets, itineraries and transport
5. Experience and success in working with local and national arts funding processes including government, philanthropic and corporate
6. Demonstrated capacity to work cross-culturally
7. Ability to work co-operatively as a part of a small team
8. High level computer, written and oral communication skills
9. A current driver's license and the ability to travel for periods of greater than one week to remote communities

Selection Criteria – Desirable

1. Knowledge of the Northern Territory performing arts industry with reference to theatre, dance and music
2. An awareness of regional and remote communities and the issues which affect their development
3. An appropriate tertiary qualification in the arts or related discipline and/or a combination of equivalent experience and training