

# APHIDS EXECUTIVE PRODUCER

Salary	\$80,000 p.a. (pro rata)
Superannuation	Employer contribution of 10%
Working hours	Part-time (0.8 FTE) (4 days p/w), includes 4 weeks annual leave and up to 10 days sick/personal leave per annum.
Basis of employment	Position available from December 2021 to December 2022 Fixed Term contract with a view to extend.
How to apply	Candidates are required to provide a 2-page statement outlining their experience in reference to the selection criteria and a Curriculum Vitae including two referees by the closing date of <b>15th November to <a href="mailto:info@aphids.net">info@aphids.net</a></b>  We are an Equal Opportunity Employer and encourage applications from applicants with diverse backgrounds and experiences. Please let us know if you would prefer to apply in a different format or if there is any barrier for you in the job application process.
Contact for enquiries	<a href="mailto:mish@aphids.net">mish@aphids.net</a>   <a href="mailto:lara@aphids.net">lara@aphids.net</a>
Based from	Collingwood Yards, Collingwood, Melbourne.

## ABOUT APHIDS

APHIDS is a 27-year-old artist-led experimental art organisation based in Naarm (Melbourne), Australia. Collaborative and future-focused, APHIDS is led by Co-Directors Eugenia Lim, Lara Thoms and Mish Grigor. The work of APHIDS is feminist, intersectional, angry, and funny; we bring artists into meaningful exchange with audiences through performance, screens, critical dialogue, and unpredictable encounters in the public realm.

Past APHIDS works have been presented in major venues in every state and territory in Australia, and in more unexpected places: Elderly homes in Finland, industrial zones in Bulgaria, Union headquarters and even beamed into outer space. Our collaborators have included funeral directors, Uber drivers, scientists and pop stars. Our projects promote open, accessible yet complex and rigorous encounters between artists and the public.

## POSITION SUMMARY

The Executive Producer will work with the joint Artistic Directors/CEOs and the Board to deliver on APHIDS' strategic direction. The appointee will recognise and capitalise on both creative and business opportunities in a strategic, dynamic manner whilst managing core business operations. The Executive Producer will work closely with the AD/CEOs to deliver a multi-faceted annual artistic program and will maintain a network of strong relationships with funders, stakeholders, community groups, collaborating artists, sector and industry contacts and the many communities served by APHIDS. The Executive Producer draws on their financial and operational experience to support the CEOs to maintain a sustainable basis for the organisation.

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

## **KEY RESPONSIBILITIES**

- Negotiate and develop contracts with artists, venues, festivals, co-presenters and funders, and take the lead in successfully producing Company performances, programs, and events nationally and internationally.
- Maintain and expand public sector funding and grow private sector and philanthropic income streams with a view to building long-term relationships.
- Author and acquit funding submissions to Local, State and Federal Government agencies and philanthropic trusts.
- Develop systems and processes to execute the strategic plan.
- Service the board through the preparation of papers and ensure legal governance and compliance as an incorporated association.
- Oversee the management of the company's database of partners including artists, presenters, funders, sponsors, suppliers, and individual donors.
- Drive marketing and communications, including digital marketing as directed by the marketing strategy.
- Enable the Company to achieve maximum productivity and outcomes within budget.
- Prepare and monitor the budgets and oversee the financial management and bookkeeping, including audit processes.
- With the Bookkeeper, and under instruction from the Co-AD/CEOs, manage company payroll and mandatory benefits to employees.
- Manage and delegate responsibility to contractors/consultants as required.
- Manage the office and systems, including archiving and file management
- Manage and maintain online presence including website, podcast, and online shop

## **SPECIAL REQUIREMENTS**

- Due to the nature of the organisation, work outside of office hours is expected and some national and international travel may be required. 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.

## **SELECTION CRITERIA**

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

#### Essential

- Experience in the performing arts or related industry, and in particular, experience producing creative projects.
- Comprehensive knowledge of the Australian arts sector and its funding and administrative bodies.
- Experienced in fundraising in the government, philanthropic sector and production of funding submissions and acquittals.
- Demonstrated success in sourcing external funding including grant development.
- Experience in financial and budget management, including organisational planning, financial and human resources (and related software including Xero or equivalent).
- A well-developed ability and commitment to lead in a collaborative leadership structure, develop options, resolve problems and work in a small, focused team.

- Demonstrated ability to communicate sensitively and effectively with people from a wide range of organisations and cultural backgrounds.
- Knowledge of strategic planning and risk management in a small to medium organisational setting.
- Demonstrated experience of stakeholder engagement, negotiation and relationship management in the creative industries or comparable sector.
- Sound marketing and business development skills and experience.
- Excellent verbal, written communication (across a range of media) and negotiation skills.

#### Desirable

- Demonstrated experience and established relationships with philanthropic trusts and foundations.
- Knowledge and expertise in entrepreneurial activities and associated management principles.
- Web, graphic design, and basic video editing skills.

#### **PERSONAL QUALITIES**

- Identification as an intersectional feminist.
- Ability to listen and engage with radical ideas and offer constructive challenges.
- Emotional intelligence with a focus on effective relationships.
- High levels of enthusiasm, energy, and advocacy to stimulate strong commitment to APHIDS' mission and vision.
- Passionate about equality, diversity, and inclusion, valuing differences to make better decisions and inclusive outcomes.
- A collaborative approach to organisational growth and development.
- The ability to work as part of a high-performing team and can-do attitude and willingness to contribute to everyday running of a nimble arts organisation.