

DRILL PERFORMANCE COMPANY INC.

EXECUTIVE PRODUCER

Application Information

Contract to the end of 2024. Subject to funding, the contract may be renewed on an ongoing basis at the conclusion of the initial term. Four days a week (0.8 FTE), commencing February 2024.

DRILL is nipaluna/Hobart's contemporary youth dance company and is the primary provider of contemporary dance engagement opportunities for young people in southern lutruwita/Tasmania.

DRILL is run by a small team consisting of a 0.8 FTE Artistic Director and a 0.8 FTE Executive Producer, with casual tutors, choreographers, technicians and project staff, who are engaged on a project basis.

The Executive Producer works in close partnership with the Artistic Director to co-lead and manage the organisation, contributing to and implementing our vision, planning and programming, and supporting excellent governance. The Executive Producer's focus is management of people, facilities, resources and finances, including marketing, and sourcing funding. The Artistic Director's focus is artistic leadership, program design and implementation, creative development, mentoring, and relationships with stakeholders. They report jointly to the Board of DRILL and work in close partnership to implement DRILL's strategic plan.

The major workload of the position is strategic, management and administrative; but as a member of a small team there will also be requirements to perform day-to-day operational duties when necessary; and opportunities to exercise other skills of the appointee where this is efficient and effective — e.g., design, web, production & IT.

Working hours are flexible within operational requirements. The successful applicant is required to work regularly on weekends and work evenings at various times throughout the year in relation to major seasons and rehearsals.

DRILL also invites people who have an exceptional capacity but may not meet all selection criteria to apply and who would be appointed at a lower level with some support provided. We also welcome applicants to propose an alternative staffing arrangement and would consider shifts to our current structure depending on skill set and availability.

Closing date for applications is Sunday 14th January, 2024. Interviews are expected to be held after 22nd January, 2024.

The current General Manager role has been reimagined into the Executive Producer position, which will involve greater involvement in working with the young people, to better fit DRILL's operational needs. A handover with the current General Manager is planned for February 2024 - in a flexible arrangement across the month, to ensure a smooth transition for the successful applicant.

POSITION SUMMARY

Position title:	Executive Producer
Purpose of position:	Work in close partnership with the Artistic Director and the Board to plan and implement our programs, and manage the company's projects
Employment term:	Initial contract period to the end of 2024, with a 3-month probation period. The intention is to create an ongoing contract at the conclusion of the initial term, subject to securing ongoing funding.
Industrial Award:	The position is classified as "award and agreement free" under the Fair Work Act 2009
Commencement date:	February 2024
Hours of work:	0.8 FTE. Working hours are 30.4 hours per week. Regular Saturday work is required, and occasional Sunday and evening work. Working hours are flexible, to be arranged by mutual agreement to meet operational requirements.
Annual leave:	The EP will accrue four weeks of annual leave per year. Annual leave must generally be taken within the year, and at times which fit with operational requirements. This includes a shutdown over Dec/Jan.
Location:	nipaluna/Hobart, with very occasional travel for major events and advocacy
Reports to:	The Board
Works in partnership with:	The Artistic Director
Other positions:	All other staff report jointly to the Executive Producer and Artistic Director.
Salary:	\$59,200 (Pro Rata of \$74,000) plus superannuation per annum

WHO WE ARE

DRILL Performance is nipaluna/Hobart's premiere youth dance company, where young people take active roles as the makers of creative work. DRILL facilitates collaborations with inspiring professional artists, providing holistic artistic skills development and creating work with young people while promoting our key pillars of access, inclusion and diversity.

As a vital contributor to the youth arts ecology, our work investigates the perspective of young artists bringing their ideas to the fore, both within our community and as a part of the broader fabric of Australian dance.

Annually, DRILL delivers programs for our Senior Company (age 13-25) and Junior Company (age 9-12), including classes, workshops and projects, alongside our dance-in-schools program. Our work unites and strengthens our communities through the experience of collaborative process and shared performance. Our creative works/artistic program encourages young people to tell their stories, share their values, and have an active voice through performance and physical expression. Through this approach, we support their development as the next wave of dance makers, leaders and critical thinkers whilst becoming more compassionate and resilient humans.

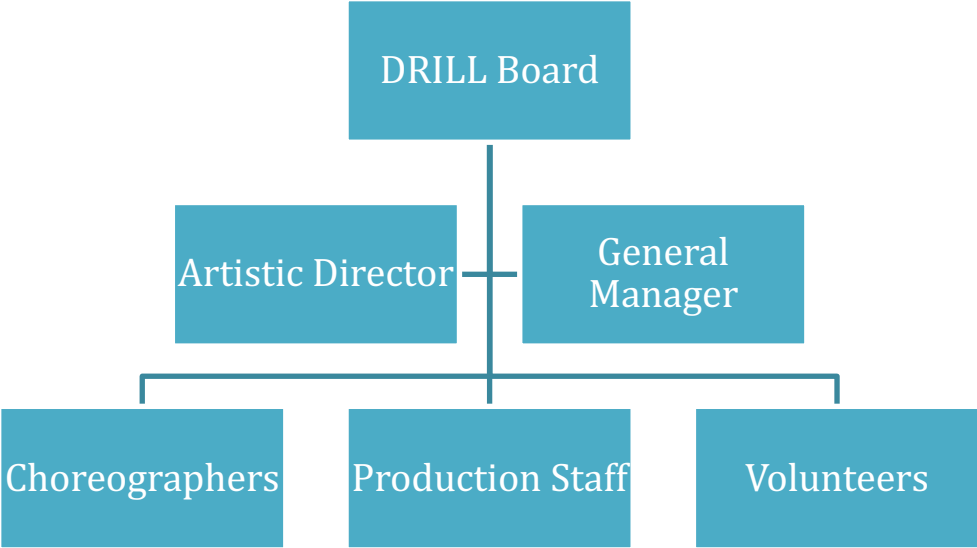
In 2023 we welcomed Bec Dundas as Artistic Director. Bec has significant experience as a choreographer and producer, with youth dance experience with Stompin, The Australian Dance Theatre Youth Ensemble, as well as with DRILL. Bec believes in the empowerment of youth voice and utilises her skills in mindfulness, contemporary dance technique and facilitating safe spaces to nurture young minds and bodies with a focus on respect, wellbeing, collaboration and community. DRILL is a space where young people can dissect difficult social topics, work with a broad range of artists, all while building confidence and skills through physical training and creative interrogation, ensuring we make DRILL the safest place for the bravest work to emerge.

We excite our audiences by challenging the preconceptions of dance and the form it takes. Through site-specific and theatre-based performances we create immersive experiences through the lens of contemporary dance for all Tasmanians.

DRILL Performance Company Inc. is a not-for-profit incorporated association in lutruwita/Tasmania, and receives funding from Arts Tasmania and other funding bodies, as well as donations from generous supporters and individuals.

DRILL has received organisations funding and youth arts funding from Arts Tasmania for the delivery of our 2024 program. This provides around 62% of total income, with the remainder from smaller grants, earned income, donations and sponsors.

CURRENT ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

Strategic

- In collaboration with the AD, investigate and draft future strategic directions of DRILL for consideration of the Board.
- In collaboration with the AD, lead DRILL's annual business and operational planning.
- Implement and monitor the organisation's strategic plan, key policies, performance indicators and standards.
- In collaboration with the AD, facilitate and implement DRILL's artistic program, as set by the AD.
- Provide role modelling, career advice and mentorship for company members
- Represent the company at events, functions, forums and in communications

Corporate Governance

- Attend all Board meetings and the Annual General Meeting.
- In collaboration with the AD, prepare reports for the Board, providing information and recommendations to support effective decision making.
- Ensure all legal responsibilities are met.
- Develop, implement and monitor DRILL's risk management strategies and insurance requirements.
- In collaboration with the AD develop Risk Management Plans, goals and specific safety management plans for shows and projects
- Implement and monitor strong child safety and protection policies and protocols and ensure DRILL responds to changing standards and legislative requirements.

People Management

- Ensure human resources are allocated efficiently to meet DRILL's needs
- In collaboration with the AD, select, contract, manage, supervise training of and review staff, contractors and volunteers.
- In collaboration with the AD, complete inductions for new staff and contractors, including outlining the expectations for each respective role.
- Ensure employment processes and practices are fair, safe, and legally compliant.
- In collaboration with the AD, manage critical incidents involving young people in DRILL's programs.
- Ensure that all staff and volunteers hold any required certifications for their role, including WWVP for staff and volunteers where needed.

Resource and Financial Management

- In collaboration with the AD, ensure programs and projects are planned and managed within the financial and managerial capacity of DRILL.
- In consultation with the AD, prepare DRILL's project, annual and multi-year budgets for Board approval.
- Monitor and report performance against approved budgets, and liaise with DRILL's Treasurer.
- Ensure financial systems and procedures are effective and efficient, including managing cash flow.
- Operate DRILL's financial systems (currently using Xero) including management and data entry of invoices, accounts payable, payroll, PAYG and superannuation. Execute monthly and quarterly journals. Prepare reports for the Board.
- Prepare statutory accounts for annual audit and reporting, and liaise with external auditors.
- Manage DRILL's IT system.

Funding & Fundraising

- In collaboration with the AD, negotiate with funding bodies
- In collaboration with the Board and AD, negotiate with foundations, donors and sponsors.
- In collaboration with the AD, identify funding opportunities and write funding submissions.
- Identify income-generating opportunities to support the organisation's artistic program.
- Monitor compliance with funding and sponsorship agreements, and prepare acquittal reports.

Marketing

- Develop, implement and monitor DRILL's Marketing Plan to raise the profile of the organisation locally and nationally, and to attract and retain participants, audiences, funding, sponsors and donors.
- In collaboration with the AD, develop and run marketing and publicity strategies.
- In collaboration with the AD, run the organisation's online communications, including the website, targeted emails, and social media channels.
- Oversee the production and distribution of all promotional, advertising and media materials.

Production and Venue

- In collaboration with the AD, manage the physical and technical resources of DRILL.

- Act as Production Manager for small productions; and supervised contracted Production Managers of larger events.
- In collaboration with the AD, Select, hire and ensure access to venues for rehearsals and performances
- In collaboration with the AD, supervise staff and volunteers
- Undertake venue, operational and production responsibilities which are not covered by other staff as required including venue set up, manual handling, cleaning and technical work.

Administration

- Manage the day to day administration of the organisation, including, office work, front desk, public enquiries and box office.

Essential requirements of the position

The EP is required to hold:

- WWVP card
- Drivers Licence

The EP should have training in, or undertake training once in the role, in

- First aid
- palawa cultural awareness

SELECTION CRITERIA

Essential

- Producing or Management experience in a leadership position.
- High level oral and written communication skills, collaboration and negotiation skills, and the ability to negotiate with a wide variety of people, including young people, professional artists, stakeholders, contractors and volunteers.
- High level organisation and time management skills and the ability to think creatively and problem solve.
- Experience in developing funding applications and the delivery of funded projects.
- Financial management skills, including budgeting, bookkeeping and financial reporting for an organisation.
- Flexible and adaptable in learning and using modern IT infrastructure – such as Xero (accounting software), Squarespace (Web development), Humanitix (Ticket booking),

Monday (Workflow management), Canva (Design) Microsoft Office, One-Drive and Exchange (Office software, storage and email server) and the Mac environment.

Desirable

- Experience in the arts and arts development for young people.
- Understanding of physical performance skills and creative movement spaces with young people.
- Experience and understanding of risk management and compliance in performing arts
- Experience in developing and implementing arts marketing plans, including implementing online strategies, and website content management.
- Experience in managing contracts and familiarity with employment awards and conditions.

APPLICATION PROCESS

Please prepare the following:

- A CV of no more than two pages.
- A statement of no more than 4 pages that illustrates how your skills, knowledge and experience match the position and selection criteria.
- Contact details for at least two professional referees.

You may also provide relevant written references.

Applications close 15th of January, 2024.

Apply by email to apply@drillperformance.com. A confirmation of receipt will be sent, please telephone 0437 651 173 if you have not received your receipt by the end of Tuesday 16th January.

If you would like to discuss the position, please contact DRILL's Chair, from 3 January 2024.

Lesley Graham

Lesley@drillperformance.com

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The Board of DRILL reserves the right not to make an appointment and also the right to discuss with an otherwise suitable candidate a modification of the duties with any necessary variation in salary.

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