

## **PD – Executive Producer, Soul Theatre Inc.**

**Note:** *This is a voluntary position.*

### **The Company**

Soul Theatre Incorporated creates community based, high quality productions of a professional standard that are entertaining and thought provoking. We represent the misunderstood, the disadvantaged and the disenfranchised by confronting attitudes of narrow mindedness, bigotry, injustice and ignorance.

Alicia Liley formed the company in 1993/94. Currently CEO and Artistic Director, she has an acquired brain injury resulting from a motor car accident. Her inspiring story has been the subject of a television documentary: *Alicia*, which was broadcast six times nationally and also screened internationally.

Soul Theatre is currently working on *The Climamania Project* to tackle issues of the climate change crisis and its effect on vulnerable communities. Volunteers are needed to assist with administration, marketing and production at a variety of levels, with the potential for these to become paid positions as resources allow.

### **Position Summary**

The Producer has oversight of and responsibility for all aspects of delivery of the artistic program as determined by the Artistic Director. This includes raising necessary funding for all productions, management of donor and partnership programs, budget preparation and control, recruitment and employment of suitable production staff, staff morale, securing suitable venues for rehearsal and production, risk management and contract management. The role is an estimated 0.4 position (averaging 2 days per week overall, but with additional hours during peak production periods) and is currently offered on a voluntary basis.

**Reports to:** CEO, Board of Management.

**Works alongside:** Artistic Director, General Manager, Marketing and Communications Manager (the Executive team).

**Direct Reports:** Fundraising Manager, Production Manager(s)

**Contract Management:** Technical Services function (until such time as Soul Theatre has its own venue this function/role is likely to be provided externally).

### **Duties:**

**Governance:** Attend Soul Theatre Board meetings, prepare Board reports and papers as required.

## **Fundraising**

- With the assistance of the Fundraising Manager, raise funds for Soul Theatre and its productions
- Establish and maintain partnerships with corporations, agencies and charities to ensure positive outcomes for Soul Theatre
- Establish and maintain a program for donations and regular giving by private individuals
- Apply for, administer and acquit grants from government agencies and philanthropic trusts.

## **Technical Services**

- Ensure suitable, compliant technical services are in place for all Soul Theatre productions, including audio, lighting, properties, flies and stage management.
- Manage contracts with external providers (typically venue managers providing these services).

## **Production Management**

With the assistance of the Production Manager(s), ensure the resourcing and smooth operation of all Soul Theatre productions, in particular:

- Appointment of individual directors and designers for shows
- Casting, with the director appointed
- Production budgeting and control
- Contract management
- Venue liaison
- Scheduling
- Logistics
- Performing Rights
- Stage Management

## **Authority Level:**

The position has authority to direct volunteers and team leaders within the Production division of the company; as well as other company staff and volunteers with respect to any area of policy and procedure delegated to the position by the Board or CEO. The position has authority to sign contracts up to \$1,000 in value.

## **Measurement:**

Regular reporting to the CEO and the Board on production matters. Annually, a report to be drafted for the Board on achievements in achieving the Production Schedule and Strategic Plan. Annual performance review against criteria set by

the Board and CEO.

**Essential Selection Criteria:**

- knowledge about theatre and the technical aspects of production, such as design and lighting
- the ability to establish useful contacts in the industry
- good administrative, business, marketing and management skills
- basic accounting skills
- knowledge of how to gain funding
- skill in evaluating and presenting information
- good communication skills
- organisational skills
- research skills
- decision-making ability and problem-solving skills

To apply, please send a letter addressing all the above Selection Criteria, and a CV, to [alicialiley@soultheatre.com.au](mailto:alicialiley@soultheatre.com.au)