



BACKBONE

POSITION DESCRIPTION
PRODUCER/PRODUCTION MANAGER
FEB 2017

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ABOUT YOU

You are visionary, inspiring and love to connect people. Your passion for problem solving is complemented by your efficiency, positive attitude and thirst for the next challenge.

While you have a deep connection for the arts, you are not one to stick to a single area of culture, your interest in sport, science and technology influence your work. You are always looking for ways to connect multiple facets of contemporary culture in interesting and innovative ways, that doesn't always require a budget.

Understanding diversity is not something you need training in, it's something you are well versed in having spent many years working with and connecting communities from across the planet. You love to approach each project with a fresh perspective and new eyes, opening opportunities for the project to shift and morph and respond to contemporary moments.

This is not a producing job that requires huge amounts of hours behind a spreadsheet. We are looking for someone creative and inspiring to work with us on projects, developing them from strategic angles and looking for future opportunities throughout the company.

HOURS

20 hours per week
Flexible hours and attendance at events and sector representation required

ABOUT THE JOB

- Grant writing, concept development and project pitching to potential stakeholders.
- Project design and management
- Network with a diverse range of stakeholders and potential connections for the company (business, artistic, strategic and community)
- Stakeholder engagement and management
- Work in consultation with the CEO/AD to develop new earned or commercial revenue opportunities
- Research current arts and industry practices
- Ensure organisational health and safety protocols are updated and reflected in all projects
- Manage evaluation processes
- Facility and venue management