

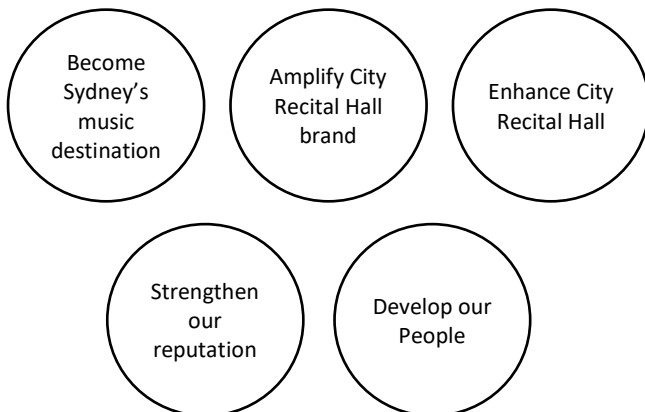
### OUR PURPOSE

To make City Recital Hall a performing arts centre renowned for its inclusive contemporary and classical music programming, elevated audience experience, and world-class acoustics.

### Our Values

- Connection – Live music connects people
- Imagination – Creativity produces better performances
- Excellence – Reputation is built through excellence
- Sustainability is the key to lasting impact

### OUR STRATEGIC FOCUS AREAS

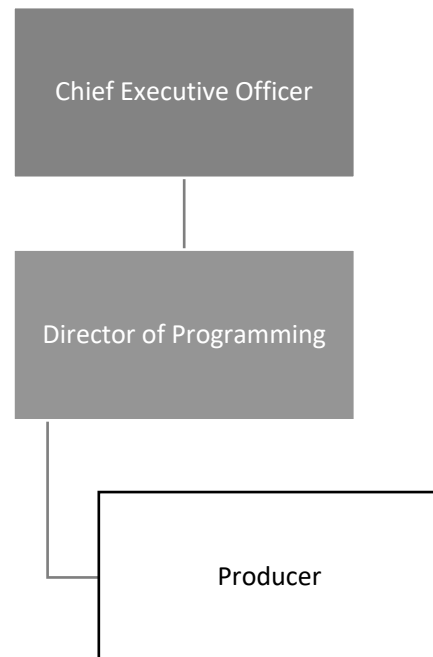


### MY PURPOSE

The Producer is responsible for the delivery of all City Recital Hall Presents performances as well as others as required from initial feasibility assessment through to final settlement. This includes generating budgets, deal memos and contracts for approval, travel and visa coordination, and managing communication with internal and external stakeholders, and anything as required.

This position contributes to all aspects of the program delivery to enable each show to achieve the highest levels of artistic and financial success.

### REPORTING LINE



### KEY RELATIONSHIPS



## MY RESPONSIBILITIES

**Responsibilities**

## Duties

- **Producing:** The Producer is responsible for the successful delivery of a diverse range of the CRH Presents curated music programs, as well as other events as required, which form a core part of the venue utilisation target.
  - **Production:** Ensure all technical aspects of the project are arranged in a timely and cost-effective manner. This includes costing out technical riders (backline, sound, and lighting) for budgeting and then confirming bookings to approved budgets, negotiating equipment substitutions where necessary. Sketching stage plots for lighting design. Coordinating show-appropriate audio and lighting staffing with the technical team.
  - **Communication:** Collaborate with a broad range of internal departments and external clients, communicating clearly and concisely to support multiple project timelines.
  - **Operations:** Prepare and distribute accurate and timely event sheets. Interface with Event Managers regarding the flow between internal and external productions. Ensure consistent processes, high levels of service, and appropriate levels of staffing for all incoming shows. Develop and implement innovative operational delivery methods that achieve the most effective outcome.
  - **Audience Relations:** Develop ticketing builds and marketing briefs, monitor marketing and sales campaigns, and contribute to and drive promotional strategies as required.
  - **Finance:** work with the Finance team to facilitate timely and accurate artist payments and associated financial arrangements per contractual obligations and finance procedures.
  - **Systems:** Create and maintain event details in Artifax event management system.
- **Budgets:** Using the agreed and finance-approved budget template, scope and develop budgets for projects and program proposals. Monitor and update budgets and forecasts and alert relevant stakeholders of any significant changes. Manage the project budgets and resourcing through to project completion and contribute to the resulting variance analysis.
- **Contract Management:** Draft and oversee all contracts, letters of engagement, and memoranda of understanding with CRH Presents artists, agents, publishers, and project partners. Manage internal contract approval processes and ensure that all contractual obligations, such as logistics and production riders, are clearly defined with artists and communicated to operational staff. Ensure that all contracts are signed prior to show announce/on sale and ensure that projects are delivered according to requirements.
- **General:** Support the preparation and acquittal of programming grant applications; other tasks and responsibilities as directed by the Director of Programming, and anything as required.

**Performance Indicators**

- Successful delivery of CRH Presents projects as well as other events as required from budgeting to final settlement.
- Complete budget, and internal and external contract approvals, per City Recital Hall policies and procedures.
- Delivery of all programs to the highest level of artistic and financial success.
- Maintain positive and cooperative working relationships with all stakeholders.

MY ATTRIBUTES, SKILLSET AND BEHAVIOUR

Criteria

Essential

- 5 years' experience in arts management, producing cultural events or in a similar role.
- Strong understanding of the logistical demands of a cultural program and excellent planning skills including developing and monitoring multiple events and budgets.
- Ability to manage multiple projects simultaneously, remaining responsive and adaptable to unforeseen complexities.
- Well-developed analytical and problem-solving skills
- Excellent interpersonal and communication skills with a demonstrated ability to develop and manage strong internal and external relationships.
- Strong work ethic with the ability to work independently and as part of a team.

Desirable

- Tertiary qualifications in Arts Management, Creative Industries, or similar are highly desirable.
- Experience with Event Management Software
- Experience with ticketing builds and reporting

Experience

- Demonstrated live music producing experience with proven success in contract coordination.
- Demonstrated ability to support creative personnel to produce their ideas and vision within a budget and timeline, and within venue constraints.

Attributes and Behaviours

Connection

- Exemplify positive and proactive performance delivery communication.

Imagination

- Balance innovation with consistency and timeliness

Excellence

- Support CRH's mission to create exceptional live music experiences.

Sustainability

- Maintain energy and enthusiasm through efficiency to deliver ongoing successes.

ACKNOWLEDGEMENT

I accept the position description as stated above and that the position description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_