

Position Description

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| Position title: | Producer | Team: | Producing Team |
| Division: | Tātaki Auckland Unlimited | Reports to: | Senior Producer |
| Department: | Performing Arts Rōpū | Direct reports: | Nil |
| Unit: | Performing Arts ropu | Indirect reports: | Nil |



Our commitment
to te ao Māori

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We honour te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga (guardianship) and are responsive to the needs of Māori. We will support and promote the development of staff understanding and capability in te reo Māori, tikanga Māori (customs), te ao Māori and te Tiriti o Waitangi so everyone can contribute the delivery of Māori outcomes for and with Māori.



Role Purpose

Key Purpose of Role

Under the direction of the Senior Producer, this role is responsible for producing an allocation of events within the Performing Arts Rōpū (Auckland Live) This includes a diverse mix of artforms, where projects require management of identified business risk with a focus on contractual, financial, marketing and earned revenue targets.

This role will maintain day to day partnerships with external parties focused on overall relationship. They will work together with relevant stakeholders on high level requirements to deliver to operational teams. This role will require a commitment to manaakitanga and supporting investment partners navigate the processes of the wider business.

Note:

Some evening and weekend work will be required.



Key
responsibilities
and
Outcomes

Producing

- Design, develop, plan and maintains the delivery of allocated projects as per standard process or as mapped out by project briefs from Creative Producers or Account Managers.
- Be responsible for development of contracts for artists and / or clients and ensure all aspects of each negotiated contract is adhered to and variations and amendments kept up to date.
- Be responsible for up-to-date actuals budget aligned with contractual arrangements and operational requirements.
- Be the key conduit between artists and business about project priorities, budget & contractual requirements with Event Coordinators and Production Managers.
- Facilitate the marketing, audience development and publicity requirements of each project, working alongside the Creative Producer /Account Manager, Company, Artists and/or Presenter, and Marketing team.
- Actively seek ways to accommodate specific cultural requirements of the diverse communities involved in projects.
- Manage all administrative requirements of contracts including (but not limited to) arranging artist visas, venue bookings, travel and accommodation, raising purchase

orders and processing invoices.

- Ensure project is settled in a timely manner with evaluation of project delivered in line with business requirements.

Financial Management and reporting

- Keep project forecasts up to date within overall operational budget.
- Liaise with departments to optimise activity through the 360-degree optimisation framework.
- Regularly communicate changes to projects that impact overall business position.

Stakeholder Management

- Maintain positive and collaborative working relationships internally and externally.
- Promotes, represents, and advocates for the organisation, its programmes, products, and services within the community and the wider public.
- Regularly updating and maintaining the industry database
- Act as Account Manager to selected artists and companies as required.

Project support and delivery

- Participate in relevant projects across the business that delivers diversification of revenue and/or social benefit outcomes aligned with the organisational content framework.

Organisational obligations

- Action the organisation's good employer obligations and equal employment bicultural policies and practices
- As an employee of the organisation, you are required to be associated, as required, with Civic Defence Emergency Management or any exercise that might be organised in relation to this organisation function.
- Promote a safe and healthy workplace by undertaking responsibilities as outlined in the organisation's health and safety policy and procedures.
- Promote activities and initiatives that assist the organisation achieve its vision and mission.
- Promote one-organisation initiatives and action these service characteristics. As an employee of the organisation, you are required to familiarise yourself with and comply with all organisation policies, including but not limited to, the organisation's Code of Conduct





- Individual and team are recognised as polite, positive, trustworthy and solutions focused on all levels of business with customers and stakeholders.
- Accuracy of paperwork that meet expectations of customer and internal processes.
- Marketing teams are clear on priorities and feel positively engaged in the development of project.
- Event delivery team feel enabled to deliver events effectively.
- Challenges solved quickly for win/win outcome or escalated quickly for resolution.
- Budgets and relevant delegation requirements are successfully managed.
- Reporting is provided in a timely and accurate manner.
- You are engaged in Māori outcomes planning for the division and can pronounce and use basic te reo Māori in emails, meetings, and conversations. You understand, demonstrate and value the use of tikanga where appropriate.



Key skills


- Knowledge of the New Zealand performing arts environment, its stakeholders, and key agencies
- Knowledge and understanding of cultural diversity and understanding of the bi-cultural partnership that is uniquely New Zealand
- Demonstrated ability to contribute positively within a large team dynamic.
- A willingness to work flexible hours, including weekends and evenings.
- Strong customer service ethic and a sense of personal ownership and responsibility
- Excellent communication skills, including verbal and written with high attention to detail.
- Ability to manage multiple projects and tasks with little supervision.
- Problem solving skills and a positive attitude.
- Time management and planning skills
- Proficient using the latest versions of Microsoft Word, Excel, and Power Point

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|  Job requirements | Qualification |
| | <ul style="list-style-type: none"> Tertiary qualification in a related discipline is required or applicants with relevant work experience will be considered. |
|  Key Relationships | Experience |
| | <ul style="list-style-type: none"> At least three years previous experience working in a producing or event management capacity in a performing arts environment Experience with contract and account management relating to the performing arts. Experience in the development and management of risk-based budgets in a performing arts environment Experience in developing or overseeing marketing requirements for a performing arts event Experience in the creative process as it relates to the development and delivery of performing arts events |
| | Internal |
| | <ul style="list-style-type: none"> Director, Performing Arts Senior Producer Creative Producers and Account Managers Other departments as required |
| | External |
| | <ul style="list-style-type: none"> Presenters and artists, domestic and international Auckland Council whanau Industry networks, formal and informal Third party suppliers where relevant |

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

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| Approving manager: | Version date: |
| Daniel Clarke Director, Performing Arts | 16/01/2025 |

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|  Job framework | Job function: | Job family: | Job: | DFA |
| | | | | Budgeted: <ul style="list-style-type: none"> Opex: \$0 Capex: \$0 Unbudgeted: <ul style="list-style-type: none"> Opex: \$0 Capex: \$0 |