

PRODUCER | KAIHAUTŪ – JOB DESCRIPTION

THE ROLE:	Producer Kaihautū
RESPONSIBLE TO:	General Manager
ENGAGES WITH:	General Manager and Programme Manager, Q Admin Team, Clients
DEPARTMENT:	Programming
TERMS:	Permanent – Full Time

ROLE PURPOSE

Q's Producer works as part of Q's programming team, managing key relationships with hirers, and leading in the development and delivery of major seasons and initiatives throughout the year. Q's Producer reports directly to the General Manager and works alongside Q's Programme Manager to balance and activate Q's annual programme.

KEY RESPONSIBILITIES:

- Develop and implement Q's programme strategy with the Programme Manager and General Manager, ensuring delivery of strategic goals.
- On-going management of key hirer relationships, acting as main point of contact from booking through to settlement (*due to the number of clients, hirers and relationships are shared between Q's Programme Manager and Producer*)
- Establish new relationships with artistic collaborators and partners including venues, programmers and producers, nationally and internationally
- Manage co-presenting/partnership arrangements
- Ensure projects are delivered on time and on budget
- Identify artistic opportunities that further Q's strategic ambitions
- Write funding applications & secure investment in co-presentation/partnership productions and development initiatives
- Collaborate with colleagues in communications, operations and engagement as required

INDIVIDUAL PRODUCTIONS:

- Create, negotiate and complete Venue Hire and Ticketing Agreements for all Q hirers
- Create and monitor season budgets, in liaison with the Management Accountant and General Manager, providing regular and accurate updates
- Manage on-sale process for new bookings
- Work alongside Q's marketing team to identify audience targets and marketing opportunities
- Ensure effective internal communication between the hirer and Q's departments
- Manage settlement process for completed bookings
- Facilitate the acknowledgement and/or involvement of any sponsors associated with Q or a specific season
- Debrief with clients and appropriate staff following each hire

PROGRAMME DEVELOPMENT:

- Build strong relationships with individual artists and performing arts organisations
- Attend performances outside of Q
- Contribute to networks and conversations that keep abreast of sector wide issues for artists and arts organisations

JOB DESCRIPTION AT Q

- Generate initiatives that support independent artists and makers to develop their relationship with Q and their work into Q's venues

REQUIRED SKILLS:

- Budget management
- Proficient in Excel
- Excellent communication

DESIRABLE SKILLS:

- Experience using Xero
- Experience using Venue Management Software

EXPERIENCE:

- Minimum of 5+ years experience as a producer or arts administrator working freelance; or as part of a venue or festival
- Production and event management
- Ability to demonstrate negotiation skills
- Knowledge and understanding of the arts funding system
- Manage complex budgets
- Writing funding applications & negotiating financial contributions with partners
- Evaluating project outcomes
- Existing network of industry relationships to build on
- Confidence in dealing with people at all levels across the arts sector

