

VITALSTATISTIX THEATRE COMPANY

EMERGING CREATIVE PRODUCER JOB & PERSON SPECIFICATIONS

IN UTERO

11 Nile Street, Port Adelaide, SA 5015

Direct Report: Creative Producer – *IN UTERO*
Final Report: General Manager
Responsible For: Production and Program staff, Volunteers *In Utero*

part time, contract from April 2010 until June 2010

Objective of the Position

The Emerging Creative Producer is a specific position to work on a new project implemented by Vitals in 2010. The emerging producer will work with and under the producer of the project: *In Utero*. The position will work to plan and implement innovative performances and activities that achieve the vision, mission and strategic direction of the creative program developed in consultation with Vitals Creative Producer. The emerging Creative Producer will assist in developing a curated program of performance, sound and video works, new media events and installations.

Background

Vitalstatistix exists to support, curate and produce high quality, provocative and challenging live performance, engaging and entertaining diverse audiences and contributing to Australian culture. Vitalstatistix is a catalyst and incubator for the development of important, innovative contemporary arts practice. Vitals creates and supports the construction and presentation of new work through devised performance, new media, literature and hybrid projects. 2008 saw Vitals establish an entirely new creative and management team, invigorating the company with an energised vision.

Key Responsibilities

Creative Programming | Production | Funding Opportunities | Networking

In consultation with the *In Utero* Producer, develop, plan and oversee the producing and execution of the *In Utero* artistic, marketing and production program.

Work with and encourage artists, arts companies, producers to participate and collaborate with Vitalstatistix through *In Utero* and identify program items and productions that ensure an innovative program.

Develop strategic national and state partnerships that enhance the Vitals vision

Foster and maintain key stakeholder relationships across the arts industry, corporate and government sectors that enhance the reputation and credibility Vitalstatistix.

In consultation with the Production Manager oversee the logistics for events, performers and artists.

Provide a written report on your work on the project at the end of the contract

Assist in identifying and applying for grant monies for the project

Person Specifications

Competencies and experience:

1. Some professional experience as a performing arts administrator/producer and/or a festival or organisational programmer
2. Some current knowledge and understanding of the performing arts sector, its trends and innovations
3. Proven success in developing relationships within the artistic community
4. Sound written communication skills.
5. Ability to manage time and prioritise work to meet deadlines and achieve outcomes.
6. Demonstrated ability to communicate and develop relationships with people at all levels and from diverse industry groups.

SELECTION

Please send a current cv, addressing the key responsibilities and the person specifications of the position to:

Private and confidential
Jennifer Greer Holmes
General Manager
Vitalstatistix Theatre Company
11 Nile Street
Port Adelaide, SA 5015

The closing date for applications is 5pm on Wednesday 27 January 2010

Vitalstatistix Theatre Company is an equal opportunity employer and welcomes applications from all sections of the community.

Occupational Health and Safety and Employment Equity:

The Vitalstatistix Theatre Company team is committed to high standards of performance in relation to Occupational Health and Safety and the provision of Equal Employment Opportunity. All employees are expected to participate in maintaining safe working conditions and practices, as well as promoting and upholding the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.