



JOB PACK | EXECUTIVE PRODUCER
OCTOBER 2023



**THE WHOLE
WORLD
ON SHOW**

ACKNOWLEDGEMENT OF COUNTRY

At La Boite, we acknowledge the country on which we work and the traditional custodians of this land – the Turrbal and Jagera people. We pay our respects to their Elders past and present. We honour the Aboriginal and Torres Strait Islander people whose lands, winds and waters we all now share and their ancient and enduring cultures. This country was the home of storytelling long before La Boite existed, and we are privileged and grateful to share our stories here today.

LA BOITE | AUSTRALIA'S OLDEST BOLDEST THEATRE

La Boite is an iconic Australian theatre company and one of Queensland's most revered producing houses. As Australia's oldest continuously running theatre company, La Boite has been creating inspiring, innovative, and adventurous theatre for nearly 100 years.

La Boite has a proud reputation for developing artists and audiences – with the aim to push the boundaries of theatre and create a pathway for local and national artists to mainstream stages in Brisbane and beyond. La Boite plays a crucial role in the local, state and national arts sector as an incubator and producer of new work.

La Boite understands that the stories, ideas and voices of our city and country are many and varied and as such seeks to represent and engage in this rich diversity of form, ideas, ethnicity, gender and identity.

La Boite is committed to building workplace diversity, access and inclusion. Diversity is central to innovation, and access and inclusion are key to unlocking its potential. La Boite's diversity will be reflected in its programs and storytelling, as well as in its workforce, audiences, artists and partnerships. La Boite encourages applications from all people, particularly from First Nations people, people who are disabled and/or d/Deaf and/or neurodivergent, people from diverse cultural and linguistic backgrounds, and lesbian, gay bisexual, transgender and intersex (LGBTQIA2+) people.

Vision

To be Australia's most diverse theatre company.

Mission

To create powerful connections between artists and audiences through stories that entertain, move, empower, surprise and transfix.

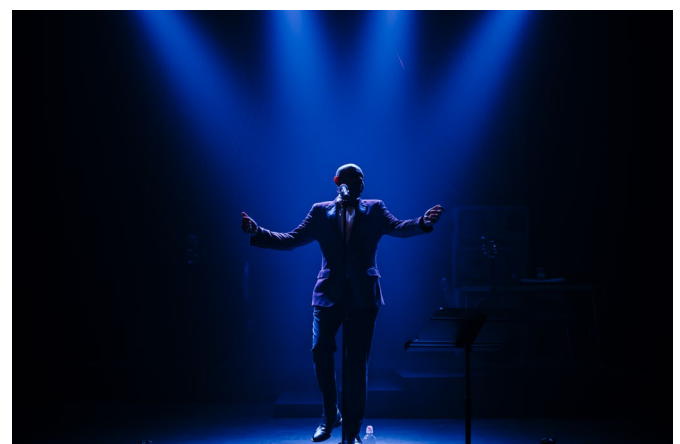
We Value

RELATIONSHIPS La Boite is people-centred, embedding a mindset of thoughtful risk-taking, creativity and innovation while being responsive to our partners' shared strengths and aspirations, and enhancing audience expectations.

RESILIENCE Through a passionate dedication to diversity, La Boite will thrive with considered, confident and connected strategies that strengthen the company.

REPUTATION La Boite will continue to grow and strive for greater profile, cementing its role as a vital cultural hub in Brisbane, Queensland and Australia while also distinguishing itself globally as a passionate and necessary storytelling institution.

SUSTAINABILITY La Boite will strengthen its sustainability and independence through commercial growth, enabling increased artistic and audience development.



Steven Oliver in Bigger and Blacker (2021)
Photo by Morgan Roberts

ABOUT THE JOB | EXECUTIVE PRODUCER

La Boite is seeking an Executive Producer who is looking to make their mark on one of the country's most exciting creative organisations. The Executive Producer will oversee the implementation of the company's artistic program and drive the generation of a range of income to fund our productions, as well as building and maintaining positive relationships with current and prospective presenters and creative partners.

They will be a key member of the Senior Leadership Team and will maintain a positive attitude with a high level of self-motivation and ability to work on their own initiative, managing multiple priorities, a busy workload and meeting deadlines. They will bring a calm and practical approach to the role and have experience working in a fast-paced environment, with a small but nimble team.

La Boite is a unique workplace and offers incredible opportunity to grow and 'own' your job. We are looking for a collaborative, proactive person with a can-do attitude who is confident and capable of navigating the cultural complexities of the broad array of communities that we work with. Central to success will be an excitement for planning and organising, working closely with a variety of internal and external stakeholders, to ensure smooth running of the business.

The position is full-time and based in Brisbane with some travel and outside work hours required, La Boite is flexible in adjusting to "work life balance" for the right candidate.

Hours: Full-Time 38 hours per week
The usual hours of work are 9am – 5:30pm Monday to Friday. However, the requirements of this position include a degree of flexibility as you will be expected to work on events that may fall outside of usual hours or for additional hours to meet our changing business needs and the demands of your role.

Reporting: The position reports directly to the Artistic Director/CEO, partners with the Senior Leadership Team, and oversees the work of the Associate Producer, Production Manager.

Additional Conditions: Working with Children Check

Goal

To work closely with the Artistic Director/CEO in developing a strategic creation model that responds to contemporary and future ways of connecting performance to broad audiences, and to raise investment by developing and maintaining strong partnerships that attract key investors and stakeholders from both the arts sector and beyond.

Duties

1. Lead the delivery of La Boite's creative projects to a high artistic standard, from feasibility, early development through to realisation, and within agreed budgets, timeframes and other parameters.
2. Proactively seek and secure investment through the public sector and grant opportunities and prospects to support and expand production opportunities.

3. Proactively build and leverage strong co-production relationships with the commercial and subsidised sector and develop community engagement opportunities.
4. Provide high-level support to the Artistic Director/CEO and contribute to the strategic direction and operation of the business to inform future planning and sustainability.

Responsibilities

- 1. Lead the delivery of La Boite's creative projects to a high artistic standard, from feasibility through to realisation, and within agreed budgets, timeframes and other parameters.**
 - Work with the Artistic Director/CEO to build a contemporary production model that will facilitate the company's artistic vision of delivering innovative work to reach La Boite's target audiences.
 - Line-produce La Boite productions in the Theatre, and when co-produced with other venues
 - Secure performance rights and ensuring that licensing requirements are fulfilled, liaising with the Artistic Director/CEO and Head of Business as required.
 - Work with the Production Manager to manage and control all budgets and scheduling relevant to the work of the producing and production department, contributing to fundraising and development initiatives and applications where required.
 - Ensure projects are delivered in an organised and efficient manner and within agreed financial and practical parameters.
 - Maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of La Boite.
 - Work with the Venue and Operations Manager to ensure pertinent information about productions is disseminated around organisation, including but not limited to Marketing, Production, Finance, Operations, and Front of House
 - Oversee the creation of rehearsal, production and performance schedules for all La Boite productions.
 - Work closely with the Head of Business & the Company Accountant to prepare budgets, and to manage financial detail to ensure productions are controlled effectively and are good value for the company.
 - Attend industry and networking events and arts markets on behalf of La Boite and be an ambassador for the company.
 - Producing elements will include but not be limited to agent liaison, planning, overseeing pre-rehearsal preparations, coordinating the appointment of artists (creative teams and performers), managing the creative teams during the production process and working with co-producers.
 - Liaise with the head of Development, Philanthropy & Stakeholder Engagement to review the Sponsor Register quarterly to ensure all benefits received have been appropriately recognised.

- 2. Proactively seek and secure investment through the public sector and potential grant opportunities to support and expand production opportunities.**
 - Alongside the Head of Development, Philanthropy and Stakeholder Engagement, identify and leverage diverse funding streams and grant opportunities and agreements, also attend relevant external meetings.
 - Collaborate with the Head of Development, Philanthropy and Stakeholder Engagement in the writing of funding proposals and grant applications to government organisations, funding bodies, trusts and foundations as well as the private sector where possible.
 - Seek and secure adequate operational and project funding to deliver the company activities.
 - Maintain good relationships with producers, investors and funding bodies.

- Provide support to the Head of Development, Philanthropy and Stakeholder Engagement, in seeking new funding opportunities from philanthropic sources.
- Collaborate with the Head of Development, Philanthropy and Stakeholder Engagements to assist in the acquittal of grants.

3. Proactively build and leverage strong co-production relationships with the commercial and subsidised sector and develop community engagement opportunities.

- Identify and develop new partnership and co-production opportunities with other creative organisations
- Manage relationships with co-producers, to work with the Artistic Director/CEO on negotiations of contracts with companies, venues, creative appointments, writers' commissions (where appropriate) and the engagement of actors.
- Seek out and promote opportunities for community engagement with key community stakeholders.
- Oversee the development and production of community engagement events and activities as appropriate to encourage community members to experience and be involved with La Boite's work.

4. Provide high-level support to the Artistic Director/CEO and contribute to the strategic direction and operation of the business to inform future planning and sustainability.

- Contribute to the strategic direction and operation of the business to inform future planning and investment
- Lead change, set priorities, manage staff and resources to optimise outcomes and complete projects within required timeframes.

Essential Experience

- Significant experience (at least 5 years) gained within a producing theatre company or venue.
- Knowledge and experience of the contemporary performing arts sector, and demonstrated experience in and sensitivity to artists, performers and the creative process. Ideally this includes experience in producing, touring and artist development within an arts organisation.
- A tertiary qualification in Business or Arts Management, or equivalent industry experience which includes working knowledge of the daily operations of a small-to-medium arts company and strong financial management experience, including detailed grant submissions and acquittals.
- Demonstrated high-level written and oral communication skills and strong communication and negotiation experience with a variety of stakeholders.
- Organisational and management skills of a high order, including the ability to strategically plan, work flexibly under pressure, to prioritise and to meet deadlines.
- Demonstrated ability to manage, motivate and empower staff to succeed.
- Significant knowledge of the technical requirements of theatre and experience of working with technical teams to produce shows with the highest possible production values.
- An interest in the social, cultural, and financial context within which La Boite operates.
- A genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas of La Boite.
- Experience in leadership and working in a team environment.
- Demonstrated ability to work in a high energy and challenging team environment, while always remaining committed to achieving high quality, innovative results.
- Knowledge of the arts funding environment is desirable.
- A commitment to the flexible hours that are inherent in the arts.

Other

- Comply with La Boite's Workplace Health and Safety Policy and actively promote safety in the workplace
- Comply with La Boite's policies and procedures and with relevant legislation and regulations.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

HOW TO APPLY

Your application should include the following:

- A cover letter responding to the Essential Experience.
- A current resume, including contact details for two referees (these will not be contacted without your permission).

Please email your application by COB Monday 28 November 2023 with *Executive Producer* in the subject line to executive@laboite.com.au.

If you would like more information about the role, please email executive@laboite.com.au or call Courtney Stewart, on 07 3007 8600.