



PYT FAIRFIELD PRODUCER

POSITION DESCRIPTION

REPORTS TO	Executive Director
LOCATION	Fairfield NSW
BASIS OF EMPLOYMENT	Initial 12-month contract
HOURS	Full time, 38 hours per week
SALARY	Base salary \$70,000 – 75,000 per annum, plus statutory superannuation contributions

ABOUT PYT FAIRFIELD

PYT Fairfield's vision asserts and celebrates Australia as a culturally diverse nation. Our practice is based on the act of Radical Kindness, an inclusive practice that involves conversation, collaboration, skills sharing and ritual.

PYT Fairfield is the only professional theatre company in Western Sydney focused on the development and engagement of local young and emerging artists as core practice.

PYT has a reputation as a brave and transformative theatre company making urgent work that explores the critical issues of our times. We challenge the conventions of traditional theatre and respond to the needs and aspirations of the next generation of artists. We do this by creating innovative performance and social artistic experiences in theatre spaces and across diverse urban sites of Fairfield, Western Sydney and beyond, and with a key focus on cultural diversity.

PYT has presented work across Australia including at the Sydney Opera House, Sydney Festival, Arts House Melbourne and Adelaide Festival Centre. Our work has garnered high acclaim and has won a HELPMANN Award and nomination, SMAC Award and Australian Dance Award.

ABOUT THE ROLE

We are seeking an experienced Producer to lead on the delivery of PYT Fairfield's major projects, working closely with the Artistic Director and Executive Director. This is an exciting role with plenty of room to flex your producing muscles and see a variety of projects from conception to presentation, from funding, planning, budgeting and contracting to project management, scheduling, logistics and evaluation.

In addition, this role is responsible for key day-to-day operational tasks of this small and dynamic company, including financial and company management, making this an amazing pathway opportunity towards a leadership role. The ideal candidate will demonstrate exceptional project management skills, financial acumen, a keen attention to detail and excellent communication skills.

PRIMARY DUTIES & RESPONSIBILITIES

Producing

- Assist the Artistic Director and Executive Director in planning and scheduling PYT's annual program
- Lead the delivery of key presentations and projects
- Identify funding opportunities and manage funding submissions for projects
- Assist in the preparation of acquittal reports for project and program funding
- Negotiate agreements and contracts with relevant artists, project staff, presenters and partners
- Ensure all project artists and staff are managed within the Live Performance Award conditions
- Create and manage project budgets, ensuring projects are delivered within budget
- Create and manage project schedules
- Coordinate pre-production of touring shows and ensure successful handover to touring production team
- Coordinate travel logistics including touring shows, creative developments and staff travel
- Organise catering and Front of House for all projects and events
- Be available to travel when necessary (national/International)

Operations

- Coordinate employment, supervision and delegation of tasks for all casual/short-term production and technical staff
- Ensure the Fairfield School of Arts building is well maintained and operating successfully, supervising the Administrator on venue hire bookings, agreements, policies and procedures
- Oversee the updates on WH&S documentation to ensure all company policies are in line with the act and regulation, as well as accepted national standards for best practice
- Other operational duties as required

Finance

- Assisting the Executive Director with company finances including administration of invoicing, bills, payroll, reporting, and liaising with the PYT book keeper

Human Resources

- Act as the primary contact for all project-based artists, production/technical staff and volunteers, escalating to the Executive Director when required

REQUIRED SKILLS & COMPETENCIES

Essential

- At least 5 years' experience in arts management and/or producing roles
- High level oral, written and interpersonal communication skills, including the ability to build positive working relationships
- High level organisational and time management skills, with the ability to effectively prioritise
- Excellent budgeting and financial administration skills (experience with XERO preferred)
- Experience with contracting and scheduling
- Aptitude for problem solving, leading projects and working independently and professionally
- Proven track record in coordinating a variety of competing priorities and projects simultaneously with a strong attention to detail
- Ability to work autonomously and contribute to a busy team environment, with a proactive approach to duties

- Passion and dedication for PYT's mission and programming and a solid understanding for the Australian performing arts landscape

Desirable

- Understanding of and experience in working in a community cultural development context
- Experience in working with Contemporary Australian artists and communities which includes: Aboriginal and Torres Strait Islander people, Western Sydney residents, young people, those from cultural and linguistically diverse, migrant and refugee backgrounds
- Experience in producing touring productions and established relationships with presenters
- Experience in writing and acquitting funding applications to government, philanthropic and corporate funders
- Strong knowledge of WHS practices
- Good understanding of all relevant awards
- Lives in Western Sydney
- Speaks a second language

PYT Fairfield is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.