

# PRODUCER, ARTISTIC PLANNING

<b>Role:</b>	Producer, Artistic Planning
<b>Department:</b>	Artistic Planning
<b>Reports to:</b>	Associate Director, Concerts & Programming
<b>Key Relationships:</b>	Director of Artistic Planning Executive Producer Artistic Planning Team Operations, Production & Orchestra Management Teams Marketing & Sales Teams Sydney Symphony Orchestra Musicians

Working at the Sydney Symphony Orchestra means you are part of an organisation that has presented music in Sydney and around the world for 90 years. We tour with some of the greatest names in classical music, and present unique on-stage collaborations with performers from across the world of music in our home city.

Our priority is to support live music, our staff and musicians and our loyal customers who demonstrate their rock-solid support every day.

## PURPOSE

*The Producer plays a vital role in the support and delivery of the Sydney Symphony Orchestra's Special Projects programming portfolio. The role works closely and effectively with several teams across the organisation as well as regularly engaging with presenting partners and other external stakeholders. The Producer also works in support of the Executive Producer in the delivery of strategic, commercial, and artistic advice, contract negotiation and administration, technical and production requirements, and stakeholder engagement, for all Sydney Symphony special projects.*

*This role works under the direction of the Associate Director, Concerts and Programming and closely with the Executive Producer and will undertake a range of tasks requiring the use of acquired skills and knowledge in a specialised field. This role will perform tasks consistent with defined procedures and standards set by SSO, with scope to work outside these parameters and make decisions with consultation and approval from the Associate Director and relevant stakeholders.*

## KEY RESPONSIBILITIES

### Project conception

- Support and assist the Associate Director – Concerts and Programming and Executive Producer on the conception and programming of concerts and projects.
- Assist with the development of artistic and operational business cases and budgets for projects with artistic and commercial potential.

### Project delivery

- Attend all Special Project rehearsal and concerts and provide decision making within defined parameters in consultation with key personnel.
- Work with the Orchestra Management and Operations Team to provide advice of technical and production requirements for all special projects.
- Be the key point of contact for artists, including conductors, solo artists, bands and external producers and venue contacts.

- Manage the creation and execution of stage presentation elements (including lighting, stage design, sound) in consultation with the Head of Production and Executive Producer.
- Ensure that budget expenditure is met within the approved budget.
- Liaise with key musician bodies including Management Committee and Artistic Committee as well as principal musicians as required.
- Artist Liaison as required.

#### **Project Administration**

- Work with Artistic team on creation of contracts with third parties.
- Liaise with artist’s agents or management as required.
- Processing of all invoices as required.
- Ensure up-to-date information is effectively filed and communicated across all relevant stakeholders in a timely manner, including adoption of project management tools.

#### **Occupational Health and Safety**

- Work with management, team members and musician committees to ensure that all occupational health and safety risks are minimised through awareness, compliance with policy and procedure, and application of safe working practices.

#### **Team member**

- Participate in team activities and meetings demonstrating respect and consideration for individual experience and expertise.
- Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of SSO.
- Familiarise self with and enact processes relating to the musicians Artistic Committee and Management Committee.

### **QUALIFICATIONS & EXPERIENCE**

#### **Essential**

- At least 2 years’ experience in a Producing, Administration or Production role in the arts and entertainment industry.
- Experience of producing in line with brand standards and house style guidelines.
- Excellent project management and organisational skills.
- Excellent attention to detail.
- Well-developed written and verbal communication skills.
- Demonstrated ability to work to deadlines.
- Demonstrated ability to manage competing priorities.
- Demonstrated ability to operate under pressure; and
- Demonstrated ability to work autonomously and under direction as required.

#### **Desirable**

- Previous experience working for a professional orchestral environment.
- Experience in the management, delivery or oversight of technical personnel including sound, lighting, staging, costuming and/or props.
- Knowledge of and/or a passion for, orchestral and contemporary music.
- Experience and knowledge with orchestral management/ artistic planning software.





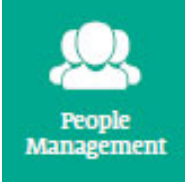
**This role requires the ability to**

- Sit or stand for long periods, as well as regular bending, crouching, and reaching.
- Use an appropriate lifting technique to manually handle office files and items.
- Operate a computer accommodating reasonable adjustments.
- React to a display (computer screen) throughout the workday.
- Use a telephone within reasonable adjustments (including use of headset).
- Regular work required outside of business hours including evenings and weekend.

To apply please send a CV and Cover Letter to [recruitment@sydneyssymphony.com](mailto:recruitment@sydneyssymphony.com) by 21 April 2024.

**Please note that applications without a Cover Letter will not be considered.**

**CAPABILITIES**

Capability Group	Capability Name	Level
	<b>Display Resilience and Courage</b>	<b>Adept</b>
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
	Deliver Results	Intermediate
	<b>Plan and Prioritise</b>	<b>Adept</b>
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>
	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Adept	<ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback/advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Establish a culture and supporting systems that facilitate information sharing, communication and learning across the sector</li> <li>• Publicly celebrate the successful outcomes of collaboration</li> <li>• Seek out and facilitate opportunities to engage and collaborate with stakeholders to develop solutions across the organisation, government and other jurisdictions</li> <li>• Identify and overcome barriers to collaboration with internal and external stakeholders</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work</li> <li>• Initiate, prioritise, consult on and develop team and unit goals, strategies and plans</li> <li>• Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses</li> <li>• Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>• Evaluate outcomes and adjust future plans accordingly</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Ensure there are systems and effective governance processes in place for project management</li> <li>• Make decisions on accepting projects based on business cases</li> <li>• Use the historical, political and broader context to inform project directions and mitigate risk</li> </ul>

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Obtain key stakeholders' commitment to major project strategies, including cross organisational initiatives, and ensure ongoing communication</li><li>• Ensure that project risks are managed effectively, and appropriate strategies are in place to respond to variances</li><li>• Drive the changes required to realise the business benefits of the project</li><li>• Ensure that project management decisions consider interdependencies between projects</li></ul>