

**JOB DESCRIPTION:**

***Distributed 15***

**LOCAL PRODUCER**

*Updated 15 June 2021*

**About us**

Annette Carmichael Projects is an arts company that specialises in the creation of contemporary performance works made with community members and professional artists. Based in Denmark (Kwoorabup) ACP engages regional artists and arts workers to deliver projects that unite people to improve community wellbeing and bring about social change.

Distributed 15 is a new multi-artform work that explores ways of distributing knowledge, action and shared responsibility for people and the natural world.

The work is created in five chapters across five natural sites and is delivered with multiple local and state partners representing a diverse range of cultural, community and ecological organisations and groups. This 5 sited work is performed in early 2023 by local community members and professional artists.

ACP intends to support the development of five regionally based Producers through a paid training and employment program.

**The Team**

Director: Annette Carmichael

Producer: Abbie Pedersen

Relationships Manager: Courtney Walsh

Tour Manager/Producer: Carl Heslop

**Location:**

One Producer will be engaged to work in each of these communities: Margaret River/Busselton, Northcliffe, Denmark/Albany, Ravensthorpe/Hopetoun and Kalgoorlie/Norseman.

**Schedule:**

<b>Dates/Timeframe</b>	<b>Activity/Milestone</b>
July/August 2021	Selection of Producers
28 September – 1 Oct 2021	One Week intensive for Producers in Denmark (check in Mon 27 Sept check out Sat 2 October)
Oct – Dec 2021	On the job training #1 – 3 days per site. Further consultation with community groups
Sept – Dec 2021	Local Producers commence resource planning and local artist recruitment
ongoing	Online support and producer management
July 2022	Local Producers recruit local community participants
Aug – Dec 2022	Workshop program occurs in each site
Nov 2022 – Jan 2023	Event logistics and production planning

Feb / March 2023	Final rehearsals, site installation and performance delivery. Perth installation.
March – April 2023	Project evaluation, community debrief, documentation and producer support for future projects.

**Remuneration:**

Contract employment: Fee \$18,750 + superannuation  
 For a total of 475 hours from September 2021 – April 2023.

**Line Manager:** This role reports to Annette Carmichael, Director and in her absence, Abbie Pedersen, Lead Producer.

**Supervising:** This role entails the management of volunteers and sub-contractors. It also involves ongoing team work with the ACP Team and other D15 Local Producers. The Local Producer is required to work collaboratively with local community partners.

**Training Provided:**

If successful you will receive one week live-in training with Annette Carmichael in Sept/Oct 2021. Additionally you will receive on-the-job training in person and online over the course of the project.

You will develop the following skills:

- Building relationships with local stakeholders, community groups and artists.
- Attracting resources to support the creation and presentation of your local ‘chapter’ of the work.
- Event management, planning and delivery.
- Working in a distributed and networked way with the project’s other producers and lead partners.
- Working in a large project of scale.
- Working with multi-artform teams.
- The design and delivery of community engagement and audience development strategies.

**Selection Criteria**

Please express your interest in this position by addressing each of the following criteria.

1. Connected in your community (tell us about the groups you belong or the networks you are part of)
2. Experience in planning a community event (can be small or large, paid or as a volunteer)
3. Experience in performance or other creative activities
4. Confident in the use of online systems (we use Zoom for meetings, Asana for Task Management and Google Drive for online collaboration. You will also be required to use social media.)
5. Excellent listening skills
6. Grit and persistence
7. Interest in ecological regeneration

## **Duties and Responsibilities:**

### **PLANNING**

- In collaboration with the Director, develop a project plan for delivery of the project in your community

### **RESOURCING**

- Develop resource plans for projects (this includes identifying opportunities for government funding, sponsorship and earned income)
- Draft funding applications
- Ensure compliance with funding contracts and partnership agreements

### **PRODUCING**

- Provide advice to the Director around selection of local artists
- In collaboration with the Director, oversee the appointment of Production and Front of House staff including contracting
- Contribute to the development and implementation of risk management plan

### **FINANCE**

- Monitor budget as allocated by Director

### **MARKETING**

- Provide information and support to the Relationships Manager when required
- Speak with potential community participants and partners about project

### **LOGISTICS**

- Book venues for workshops and performances
- Schedule and oversee equipment suppliers and contractors for the creation of outdoor venues
- Site manage events during Production Week and Performances
- In collaboration with the Director ,compile project schedules including Bump in and Bump out schedules, individual artist and community performer schedules
- Co-ordinate with documentation team (Filmmaker, Photographer plus any Researchers attached to project)
- Book travel and accommodation for artists, team members and Annette as required
- Prepare and collect participant registration forms and fees
- Organise catering for workshops
- Co-ordinate 'end of project' parties

### **TEAM COMMUNICATIONS**

- Check Asana project management for tasks and update when completed
- Respond to emails and calls from participants, partners and team members
- Maintain online project filing system
- Participate in regular team meetings