

POSITION DESCRIPTION

Position Title: **EXECUTIVE PRODUCER**

Reports To: FORM Dance Projects Board

General Responsibilities

FORM Dance Projects plays an important role in the Australian dance environment as a producer, presenter and advocate for the independent dance sector. Located within Western Sydney's vibrant community, FORM builds connections with contemporary dancers from diverse backgrounds to initiate the development and delivery of formative, artist-focused opportunities.

The Executive Producer will work with the executive management (Board and Business Manager) to think laterally about ways to secure the company's future, ensuring the company is viable and can drive sustainable growth for Western Sydney and the broader Australian cultural landscape.

FORM is a small-medium independent arts organisation operating in a nimble and flexible way. The Executive Producer is responsible for delivering the FORM Dance Projects' Strategic Plan, by successfully leading and managing a small team across artistic and business planning. Primary responsibilities include envisioning FORM's future, curatorial direction of FORM's artistic program, advocacy and partner development, researching and securing funding, and commissioning and producing dance projects.

1. Artistic Vision

- Responsible for the artistic vision represented in multi-year strategic plans, created in liaison with the board.
- Responsible for the presentation of the annual artistic program in liaison with the Producer, who implements the program, including 3 Dance Bites per annum and an annual Sharp Short Dance Festival, and education workshops.
- Responsible for commissioning, editing and publishing the Blogger In Residence project.
- Responsible for conceptualising and producing commissioned dance projects for festival presentation.

2. General Management

- Deliver the current Strategic Plan (2023 – 2024) to budget. Envision and create the future organisational Strategic Plan (2025 – 2028) in liaison with Board and team.
- Responsible for the artistic/strategic direction, budget development and monitoring, consultation on production and marketing, recruitment, supervision, training and professional development of team employees.
- In conjunction with the Business Manager, be responsible for implementing legal compliance and insurance, in particular WH & S procedures and public liability compliance, ensuring all activities of FORM Dance Projects Inc., its employment and involvement of paid staff artists and volunteers, are conducted in compliance with all statutory requirements and FORM governance policy, such as Inclusivity and Diversity, Working with Children, and Code of Conduct.

3. Development (funding and sponsorship)

- Responsible for preparing funding applications to the Create NSW, the Australia Council, Local Government and other agencies and funding bodies including philanthropic, foundations and corporate sponsors, as well as artistic and financial reporting/acquittals to those bodies and agencies as required, in liaison with Business Manager and Producer.
- Responsible for working with the board to advocate and lobby for the organisation, and to raise the profile of the organisation locally and nationally.
- Responsible for fostering and maintaining stakeholder relationships and partnerships with other arts organisations, presenters, and cross-sector partners, to assist in the delivery of projects or program activity through leveraging reciprocal in-kind support and contributions.
- Work with Board and team to develop strategy and implementation of fundraising campaigns.

4. Lobbying and Advocacy

- Required to be recognised as an advocate for dance and the arts generally in Western Sydney to government bodies, other cultural organisations and the general public, to represent dance in Western Sydney on industry organisations, or at appropriate industry forums or seminars.

Why join our team

FORM Dance Projects is a dynamic presenter and producer of Australian contemporary dance, based in Parramatta, Western Sydney. FORM's purpose is to rigorously support independent Australian dance artists and develop audiences for contemporary dance. FORM values experimentation and risk taking, diversity and inclusivity, collaboration and cross-generational exchange.

FORM's program spans four key areas – presentation and producing, education, community engagement and audience development. The interconnectedness of these activities is vital for a wider appreciation of Australian dance culture in a shifting contemporary context.

The organisation holds a well-established position (25 years in 2025) and is nationally recognised for its work. The next two years provides time to ensure that FORM Dance Projects is future fit and future proofed to deliver its mission and to continue its critical support of independent dance in Australia.

FORM Dance Projects has a very small team (Business Manager part-time and Producer part-time). Each team member understands, supports and on occasion covers the role of the other. This offers a dynamic opportunity for growth and experience within a lead organisation in the Australian arts sector.

Selection Criteria

- An inspirational creative leader, and an excellent communicator who can share their vision and energise others with their passion and professional ethics.
- Demonstrated successful experience at a senior executive level in an arts environment; highly developed capacity to lead an organisation with financial and business acumen; experience in developing and delivering strategic plans, and an excellent track record in grant funding, within government and philanthropy sector.
- Substantial knowledge of dance and performance network in the Australian dance sector, as well as relevant tertiary qualifications (and/or work-based experience).
- Strong relationship building and advocacy skills, and can develop and secure arts and cross-sectorial partnerships to realise projects.
- Strong capabilities in organisation and administration, curatorial programming and creative producing skills.
- Self-motivated and committed to work as a part of a team in a cooperative and creative environment with the board, team, artists and volunteers.

To apply please email an EXPRESSION OF INTEREST (outlining your suitability for the role addressing the Selection Criteria, and your reasons for applying) with your CV and TWO REFEREES to FORM Dance Projects Business Manager, Sally Ebert, business_form@cityofparramatta.nsw.gov.au by **Midnight AEDT, Tuesday 7 March 2023.**

If you have any questions, or would like more information regarding FORM Dance Projects and the position please email FORM Dance Projects Chair, Mark Lillis at lylolillis@gmail.com

REMUNERATION PACKAGE

Title: Executive Producer

Location: Parramatta Heritage Centre, 346A Church Street, Parramatta NSW

Rate of pay: \$85,000 per annum, pro rata, plus 10.5% Super

Days per Week: 4.5 days per week

Commencement Date: To be negotiated with successful candidate