

Executive Producer/Development Manager - Ensemble Offspring

Duty Statement

Job title:	Executive Producer/Development Manager
Reports to:	Artistic Director
Location:	Sydney
Working conditions:	Full-time
Salary:	\$75,000-\$85,000 per annum, plus 9.5% superannuation, commensurate with experience

Applications close: Friday 16 March

Ensemble Offspring is looking for an exceptional and energetic 'people' person to be a joint Executive Producer/Development Manager, to lead our innovative new music organisation which has been growing and thriving for 23 years and is now a leader in the Australian new music scene. This position is ideal for a keen arts administrator with experience in production, management and fundraising, who is looking to build strategic, leadership experience and take the next steps in their arts career leading a small-medium organisation to its next phase of success. *If this sounds like you, come and tell us how you can address the criteria below.*

About Ensemble Offspring

Ensemble Offspring is a Sydney based chamber music group with over 20 years of experience in championing adventurous new music nationally and internationally. Led by acclaimed percussionist, Claire Edwardes, and featuring some of Australia's most innovative performers, the organisation is passionate about nurturing the work of emerging and living composers. The organisation has multi-year funding with both the Australia Council for the Arts and Create NSW and is based at the Red Rattler Theatre, Marrickville.

The Position

The position of joint Executive Producer/Development Manager is a key leadership role for Ensemble Offspring. We are looking for a positive and energetic new face for the company who will uphold our culture of innovation, excellence and agility. Our previous General Manager was with us for four years and grew the company into a solid organisation with detailed and robust systems around governance and business. This brand-new position is a unique opportunity to join a vibrant and successful music organisation, while leading a small and dedicated team into this exciting next phase of Ensemble Offspring's trajectory.

Working collaboratively with the Artistic Director, Board, staff and musicians, we are seeking an Executive Producer/Development Manager with skills well suited to shaping the organisation for the future, and advocating for our vision. This includes expertise in operational, managerial and government funding aspects of a small arts organisation, coupled with strong skills in diversifying revenue streams through philanthropy.

Key Roles and Responsibilities

Leadership and Advocacy

- Help create and maintain a company culture that inspires and supports everyone that comes into contact with Ensemble Offspring
- In collaboration with the Artistic Director, oversee the employment and management of core, artistic and support staff, to deliver Ensemble Offspring's artistic and organisational goals
- Build and maintain diverse, effective, and sustainable relationships and partnerships, including with funding bodies at the local, state, and national level; philanthropic organisations; business sponsors; donors and collaborators
- Attend performances and other events as required (including out of ordinary work hours)
- Advocate for the organisation publicly and proactively contribute to sector advocacy in Australia by building and maintaining relationships and partnerships within the industry

Strategy and Governance

- In collaboration with the Artistic Director and the Board, lead an annual strategic planning process, developing and revising annually, the organisation's strategic plan annually
- Oversee and manage Ensemble Offspring's operations (e.g. financial; workplace health and safety; child safety), people (e.g. payment and reporting; maintenance of staff records and leave entitlements), and governance (e.g. Board paper preparation)
- Deliver annual operating budgets for approval by the Board, and regular governance and transparency reports to the Board, attending board meetings as required
- Ensure the organisation fulfils all financial and compliance obligations, including to meet statutory obligations and manage risk
- Ensure all licensing, contractual and relevant legislative obligations are met for performance and event activities

Development

- In collaboration with the Artistic Director and with support from the core team, prepare successful grant applications, budgets and acquittals to fulfil all reporting requirements for funding partners
- In collaboration with the Artistic Director and Board, develop and execute a Development Strategy and Fundraising Plan
- In collaboration with the Artistic Director, identify, develop and cultivate strong relationships with potential corporate and private donors, philanthropic supporters, foundations and business sponsors to meet annual budgeted fundraising targets
- Develop successful fundraising, sponsorship and philanthropic relationship proposals, and pursue strategic initiatives for marketing and promotion, including creating and executing annual and event-related fundraising campaigns, which should include creative fundraising events
- Apply an excellent understanding of philanthropy and knowledge of 'best practice' strategies and trends in philanthropy to company practices

N.B. The company first introduced philanthropic fundraising in 2011 under the 'Noisy Egg Creation Fund' banner, and the portfolio has grown 86% to its current value since inception. In part, the success of this position will be measured against annual fundraising targets that must be met or exceeded (in addition to current projected fundraising income).

Administration

- In collaboration with the Artistic Director, negotiate bookings, fees and contracts with presenters, including venues and festivals, in accordance with approved budgets
- Oversee the preparation and administration of musician contracts and sign off on contractor payments for processing by bookkeepers
- In collaboration with the Artistic Director, drive the acquisition of concert, festival and touring opportunities locally and abroad
- Oversee the Marketing Manager to implement Marketing, Communications and Public Relations Strategy

SELECTION CRITERIA

1. Demonstrated experience in high level roles in the arts, ideally in the operational and production aspects of presenting music programs, with a knowledge of the national performing arts scene.
2. Proven track record in expanding and diversifying funding sources, including demonstrated success and experience in grant writing and fundraising and development through the private sector and business sponsorship.
3. Demonstrated experience in people leadership as well as dealing with external stakeholders in a multi-disciplinary environment.
4. High level planning and problem-solving skills including the ability to prioritise workloads and meet competing deadlines, while working in a small team.
5. Excellent and effective verbal and written communication and negotiation skills.
6. Demonstrated experience in financial management, budget control, risk management, governance and strategic planning.
7. Commitment to a culture of inclusivity in diversity

Desirable Criteria

- Current driver's licence and own vehicle
- Skills in Indesign/graphic design
- Experience in production and technical aspects of music presentation and/or touring
- Experience in reporting to a Board
- Demonstrated experience in strategically developing and managing major giving and annual giving programs, and prospect identification, cultivation and stewardship
- Familiarity with computer programs such as Asana, Mailchimp, Wordpress and Insightly

Tertiary qualifications in a relevant field, such as arts administration will be highly regarded.

APPLICATION PROCESS:

Candidates should submit an application via email claire@ensembleoffspring.com including a cover letter addressing the selection criteria (no more than 3 pages) and a current Curriculum Vitae.

We expect to interview shortlisted candidates in March and, ideally, would like the successful candidate to commence as soon as possible.