



Burrinja

Dandenong Ranges Community Cultural Centre Inc.

Position Description

Job Title:	MUSIC PRODUCER
Status:	Part Time – 10 hrs a week across multiple days as negotiated
Salary Level:	\$31.74 per hour plus superannuation
Contact:	12 month fixed term. Potential to become permanent depending on business performance.
Reports To:	Creative Director/ CEO
Supervises:	None
Internal Liaison:	Burrinja Staff, Café contractor
External Liaison:	Yarra Ranges Council staff; hirers of the Centre, Artists, Partnership organisations and Stakeholders, Industry networks when warranted, patrons.
Location:	Burrinja Premises, with work from home options available by negotiation
Position created:	New Position Feb 2022

Standard office hours are between 9am-5.30pm, Monday to Friday but, given the nature of the role, out of hours work, including attendance at evening and weekend events, is required from time to time.

BURRINJA

Burrinja's vision is to be at the heart of a thriving contemporary art and performance culture, that invites participation, tells important narratives and champions creative expression.

Burrinja is a not-for-profit organisation that thrives thanks to the support of Yarra Ranges Council, artists, visitors and our community. We deliver a wide array of cultural experiences to the Dandenong Ranges region and beyond. The 400 seat theatre and 130 seat studio theatre combines professional performers, community and school productions with a range of commercial and other hire events. Three exhibition spaces, artist's studios and cultural development events ensure a vibrant visual and community arts program.

Annually, Burrinja supports around 300 activities both inside the facility and out in the community, reaching around 80,000 people annually.

Burrinja is: Obsessed with art. Focussed on community. Steered in partnership. Interested in tomorrow. Aware of history. Seeking Impact. Continuously learning. Driven by ethics.

We look for staff who can instil these values.

The Person we are looking for

Reporting to the Creative Director/CEO, you will be responsible for the development of a comprehensive year round music offering at Burrinja. Music at Burrinja has been off the scene for over two years due to refurbishments and lockdowns so we are looking for someone who has their finger on the pulse of what is happening in the music scene and can curate a unique music offering for the Hills.

We are looking for someone who works well with promoters and agents and can negotiate a good deal to bring the best artists to the region. Burrinja attracts a wide cross section of people from the community so you'll ideally have experience of programming music for different generations and for different music tastes.

You'll take pride in your program and will think creatively about how to promote it far and wide. You are someone who is motivated to reach ticket sales targets and looks for opportunities to work with promoters to achieve these targets.

Your love of and experience in music programming shines through and you really want to support artists to reach new audiences and to give audiences the joy of experiencing quality live music. You'll be genuinely excited to work with artists to realise and deliver exceptional music events in the Burrinja annual program.

What we will do for you

Burrinja prides itself on having a kind and supportive work culture. The length of time our staff and volunteers have worked for the organisation is a testament to this. We show mutual respect to our colleagues, artists and community.

We let you work autonomously. We trust you to care enough about our community that you will do your job to the best of your ability. But that doesn't mean we leave you alone: your line manager will regularly check in with you to see how things are going. We are all one team and we are here to support you to support the work we do.

We have a small budget for professional development each year and we will try to support your professional development aspirations as much as we can.

We strive to be as flexible as we can to support you to meet the demands of your life so we are open to exploring flexible working arrangements.

With a new strategic plan and vision for the next four years it is an exciting time to join the organisation as there will be significant scope to grow and develop with the organisation over the coming year.

The big thing we can offer you is a community. There is a great affection for Burrinja in our local area and it is such a joy to work somewhere where each day someone shows you that affection and appreciates the contribution you make.

WHAT YOU WILL ACTUALLY DO: (KEY RESPONSIBILITIES & DUTIES)

In consultation with the Creative Director/CEO, key accountable areas include but are not limited to:

Programming

- Develop a distinctive offering for Burrinja's music audiences by programming suitable acts for Burrinja's Main stage (400 seat), its Live in the Lyre programme (120 seat), live in the café series and its Live on the Lawn annual festival
- Manage the delivery of Burrinja's music program to a high standard, including the curation and coordination of event logistics and production requirements, liaising with producers, external hirers and Burrinja staff
- Under the direction of the Creative Director/CEO, negotiate and execute contractual agreements, including contracts for production staff and artists, and other partners.
- Negotiate partnerships and contracts with artists, booking agents or promoters ensuring all salient matters are agreed and accurately recorded. Ensure that all contractual obligations (such as logistics and schedules), are clearly defined with partners and relevant Burrinja staff.

Planning & Reporting

- Ensure that project schedules and production requirements are communicated internally and externally in a timely and accurate manner.
- Outline future opportunities for programming, relationships and support that contribute to enhancing the success of the music program
- Provide regular informal reports on events in the program to the Creative Director / CEO
- Create and deliver a formal evaluation on the overall music program, towards the conclusion of the first year in this role
- Attendance and support at events within the program

Communications

- Provide expert input into the development of marketing and publicity campaign plans and ensure the implementation is coordinated with all stakeholders and adapts nimbly to audience targets, ticket sales and/or stakeholder expectations.
- Brief and collaborate with the Burrinja team to ensure programs align across the organisation.
- Maintain effective relationships with artists, producers, agents, organisations, and other relevant external partners.
- Liaise with all members of the community including stakeholders, artists, promoters, contractors hirers and business leaders

Networks & Relationships

- Proactively maintain strong positive relationships with artists, community orgs, industry peers and programming partners to maintain strong working knowledge of the local and national arts and music landscape.
- Represent Burrinja to key stakeholders as required, including through attendance at events, performances, conferences and other industry events as appropriate.
- Support the broader Burrinja team in the delivery of a broad range of arts and culture at Burrinja.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Music Producer acts under the general direction of the Creative Director/CEO, and is responsible for administrative and project coordination work on aspects of Burrinja's music program. The position carries responsibility for day to day management of resources associated with the program it coordinates. Freedom to act is limited to the areas of authority set by this position description, and the Creative Director/CEO.

Financial

- With Creative Director is responsible for adhering to set budgets for programming
- Advise and seek approval from Creative Director for any costs associated with the program

Risk Management

- Comply with all relevant legislation and operate and make decisions within the framework of Burrinja policies, procedures, guidelines and delegations ensuring Occupational Health & Safety, Workplace behaviours and all aspects of the Burrinja Human Resources Policy and Privacy Policy are adhered to.
- Take action to rectify any failure or suspected failure to comply with regulations or policies without delay.

DESIRABLE SKILLS & EXPERIENCE

- Strong and diverse networks within the Australian music community
- Aptitude for working with Burrinja's staff to facilitate and deliver projects
- Experience of developing a financially successful music program at an arts venue or similar
- Experience of developing a new audiences for live music
- Experience working with artists and understanding of sector/artform trends and needs
- Commitment to amplifying and supporting multiple voices and cultural values through a music program

PREREQUISITES

- Full Covid19 vaccination status required

CONDITIONS OF EMPLOYMENT

- Applicants may be required to undergo a Police Check prior to commencement in the position
- A Working With Children's check will be required
- Conditions of employment are in accordance with the Burrinja Human Resources Policy & Manual, 2021, with the signed Conditions of Employment Agreement, and with the National Employment Standards.
- Capacity to work out of normal hours or on weekends occasionally if required.

ENQUIRIES

For enquiries regarding this position, or a confidential conversation, please contact:

Gareth Hart, Creative Director / CEO via: creativedirector@burrinja.org.au, or via 03 9754 1509.

HOW TO APPLY

We would love to hear from you so please send your CV (no longer than three pages) and a 500 word response to the Key Responsibilities, Skills & Experience highlighting why you are the ideal person for this position.

Email your application to: Toni Kirk, Chief Operating Officer: tonik@burrinja.org.au

Applications close: 5pm, Wednesday 5th January

Interviews: Wednesday 12th January 2022 (in person or online)

Position commences: February 2022