

Eastern Riverina Arts

Regional Tour Producer P/T

Position Description

Overview

Eastern Riverina Arts seeks a creative and multi-skilled person to coordinate live performance tours and develop venue capabilities across the Eastern Riverina region.

As the project lead on the *Riverina Touring Network* project, the Regional Tour Producer will build capacity and develop audiences in theatres and venues across the Eastern Riverina Arts service region.

Over a 2 year period, the *Riverina Touring Network* will:

- activate vital community spaces in the Eastern Riverina Region with a diverse and exciting schedule of live performance tours,
- upskill and develop venue management committees, volunteers and staff,
- provide touring opportunities for local and National artists, musicians & theatre companies, by coordinating multi-venue tours across the region, and
- develop a sustainable ongoing model for profitable live performance touring in the Eastern Riverina region and beyond.

The Regional Tour Producer will work with venues to program and coordinate tours across the region in a variety of performance genres.

The Regional Tour Producer will draw from their understanding of all facets of tour production, including marketing, logistics, venue management and audience development. Personable and professional, they will draw on their skills as an efficient administrator and confident negotiator to manage relationships across a dispersed geographical area and develop the project toward sustainability over its lifespan.

Ultimately, the project's aim is to establish a sustainable model for live performance touring across the region that gives communities access to quality performances, increases opportunity for local artists, and is financially sustainable for key community venues and Eastern Riverina Arts.

About Eastern Riverina Arts

Eastern Riverina Arts enriches, inspires and connects our region by fostering arts, culture, creative industry and community. We are the peak body for arts and cultural development in our region and part of a network of arts organisations across regional New South Wales. We work in partnership with the eight Local Government Areas of Bland, Coolamon, Cootamundra-Gundagai, Lockhart, Junee, Snowy Valleys, Temora and Wagga Wagga.

Period of Employment: This is a two-year contract subject to a 3-month probationary period. The potential of extension of contract beyond two years is funding dependent and at the discretion of the employer.

Remuneration: By negotiation (Min \$30 p/h) based on experience and qualifications plus 10% superannuation

Working Hours: Part-time 15 hours a week. Some weekend and evenings may be required. Additional hours may become available dependent on project funding.

Location: The position will be based in Wagga Wagga. Travel around the region will be required as well as travel for professional development opportunities. Flexible working arrangements will be considered for the appropriate candidate.

Employer: Eastern Riverina Arts

Reports to: Executive Director

Works with: ERA Staff

Key Relationships: Local Councils, regional venue managers and committees, other regional arts development organisations, artists and artists agents, touring providers (eg: Critical Stages) project partners including other arts and non-arts organisations, funding partners, community and cultural groups, volunteers

Duties

Working in accordance with the aims and objectives of Eastern Riverina Arts, the Regional Producer will:

- Establish a network of venues within the Eastern Riverina Arts region, putting in place partnership agreements and processes to support ongoing collaboration,
- Coordinate a touring schedule covering a variety of performance genres (eg contemporary music, theatre, comedy and classical music). Tour coordination includes liaising with venues, developing marketing materials, artist management, logistics and WHS,
- Deliver at least 8 tours within the duration of the project,
- Develop a shared library of resources to support tours within the *Riverina Touring Network*. These might include sample contracts, venue spec sheets, marketing plans and materials, negotiating tour timelines, etc,
- Providing advice and support to partner venues to improve their processes and grow audiences. This might include improvements to ticketing platforms, marketing plans, venue front of house and bar management etc,
- Prepare funding applications to appropriate funding streams to support the outcomes of the *Riverina Touring Network* Project,
- Gather data and prepare reports and acquittals for project partners, the ERA Board and project funders,
- As a member of the ERA team, provide general customer support and advice, and participate in team activities and projects as required,
- Contribute to Workplace Health & Safety through appropriate risk management participation, and
- Perform any other reasonable duties as requested by the Executive Director.

Essential Criteria

1. Experience in all facets of tour coordination, including liaising with venues, marketing, artist management, logistics and Safety management,
2. An understanding of the logistical technical and requirements involved in live performance touring,
3. Experience with or a solid understanding of budgeting, project management, online booking systems and marketing
4. Capacity for self-motivation and work within a dynamic environment with multiple stakeholders and deadlines
5. A current class C driver's license and willingness to travel when needed through the duration of this project
6. Demonstrated understanding of Workplace Health & Safety and Equal Opportunity principles

Desirable Criteria

1. Possess (or working towards) tertiary qualifications in a relevant field such as arts administration, producing or event management
2. Have wide ranging existing networks within the Eastern Riverina area including media and cultural sectors **or** demonstrated strategies for developing such networks
3. Practical skills in project management or business planning, with the view to guiding venues towards sustainability
4. Willingness to work flexible and additional hours

5. Experience working within a regional context and/or understanding of issues affecting arts and cultural development in a rural and regional context.