

Executive Producer

Newtheatricals is a theatrical producer located in Sydney, operating in Australia and in New York with projects including the current productions of the musical *Come From Away* on Broadway, London, North American Tour and is the lead producer and general management the Australian production, the Gothic Project opening in Sydney in July 2022 and Type Street Productions – a film and screen production company.

This is an opportunity to join the small and dynamic team at Newtheatricals in the Sydney office with a primary focus on the Australian operations. The Executive Producer will have a shared accountability with the Financial Controller for the management and outcomes of Australian operations reporting directly to the Producer/CEO.

Applicants need to have extensive and established experience in the live theatre industry, be highly proficient in all areas of the theatre production and general management, work cohesively as part of a team as well as independently, lead, manage and work in collaboration with and support the Producer/CEO.

Producing:

- Oversee the development and execution of live stage productions.
- In collaboration with the Producer/CEO appoint creatives, actors, production staff, musicians and associated staff and contractors.
- Develop, manage and reconcile budgets.
- Oversee production and tour scheduling.
- Have and maintain good knowledge of appropriate industrial relations, awards and legislation which applies to the commercial theatre industry and well-being of employees.

Finance:

- Lead, develop, manage and revise as required production budgets.
- Authorise expenditure against approved budgets.
- Oversee production financial management systems and protocols.
- In collaboration with the Financial Controller liaise with external accountants on all production matters and requirements.
- In collaboration with the Financial Controller prepare investment documents and reports.
- Maximise income streams and earnings.
- Manage production cashflows.
- In collaboration with the Financial Controller oversee and manage payroll requirements.
- In collaboration with the Producer/CEO negotiate and manage contracts with key production suppliers and partners.
- Awareness of Australian funding landscape and experience in drafting grant applications
- Competency in compiling and implementing a range of procedures and policies as they relate to ever evolving needs of the business (i.e complex COVID Safety protocols and plans, reports etc)

Human Resources:

- Manage the day-to-day Newtheatricals team to ensure they have the support and resources to be successful in their roles.
- Appoint, contract and administration of creative, production and associated staff.
- Lead production and associated staff reviews.
- Develop, implement and monitor staff policies, procedures and update as required.
- Manage and review employee complaints and grievances to ensure that they are appropriately handled and reported in accordance company policies, protocols and best practice.
- Advocate and represent Newtheatricals at union and industry peak body level.

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Theatre/Venues

- In collaboration with the Producer/CEO schedule dates, negotiate and oversee venue agreements.
- Advocate and represent Newtheatricals at the most senior level of venue management.
- Advocate and represent Newtheatricals at the most senior level of ticketing providers.

Relationships:

- Advocate and represent Newtheatricals at Industry, Government, business and investor networks and levels.
- Establish and maintain relationship with suppliers, providers of services, marketing, publicity and ticketing teams.

Requirements:

- Minimum of 5 years' experience in the live entertainment industry at an equivalent level.
- Demonstrated experience in strategic planning and implementation.
- Financial management experience.
- Experience of effective line-management.
- Extensive knowledge of the Australian performing arts industry, funding structures and industrial relations.
- A high level of interpersonal skills.
- Strong numerical, written and communication skills.
- Ability self-motivate, prioritise and delegate within a complex workload.
- Knowledge of good employment practice.
- Ability to advocate and represent it confidently in a range of production and industry contexts.
- Competency in the use of Apple Mac, excel and IT applications.

Travel: The Executive Producer will be required to travel from time to time

Salary Package: \$150,000

Commencement: 28 April 2022

Applications close: 1st April 2022. Please email CV and cover letter to Rodney Rigby, rodney@newtheatricals.com

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