

<b>Position Title:</b>	Associate Producer, Touring
<b>Organisation:</b>	Co3 Contemporary Dance
<b>Employer Type:</b>	Not-for-profit
<b>Location:</b>	This position can be managed remotely should the successful candidate have the appropriate national networks
<b>Contract:</b>	12 months (September 2021 – September 2022)
<b>Hours of Employment:</b>	22.8 hours/week (0.6FTE)
<b>Salary Range:</b>	to be negotiated dependent on experience
<b>Superannuation Contribution:</b>	10% of gross salary
<b>Reports to:</b>	Executive Director & Artistic Director
<b>Performance Assessment:</b>	Initial three months, then annually.

### **ABOUT CO3** (*pron. Koh-three*)

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**Co3 Contemporary Dance**; is the State's contemporary dance company, based in Perth, Western Australia.

Driven by excellence and collaboration, we have become a progressive platform for the exchange of ideas and stories that reflect the experiences of our community. With a multidisciplinary and technological focus, our company presents an annual program of works with unique physicality and expression. We seek to empower and inspire the next generation of artists through our engagement programs.

Company in residence at the State Theatre Centre of WA on the land of the Whadjuk Nyoongar people.

#### **Co-CEO's**

**Artistic Director** Raewyn Hill

**Executive Director** Alana Culverhouse

### **OUR PURPOSE**

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**"To inspire people and enrich lives through dance"**

Our purpose is to inspire people and enrich lives through engagement with dance by delivering sector leading, contemporary performance and engagement programs for the people of Western Australia, Australia and beyond.

### **OUR VISION**

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**"A leading contemporary dance company in the Australasian region"**

Proudly West Australian, Co3 aims to be a world class contemporary dance company, through our focus on progressing the boundaries of the art-form, the unique development of our dancers, our connection with our community and through building successful collaborations. By 2030, we will be recognised as a leading contemporary dance company in the Australasian region.

Co3's artistic vision is driven by the stories and experiences of our people, our place and our community. Producing world-class contemporary dance created with national and international experts, at the forefront of Australian art. Co3 will become a leading, cultural shaping, artistically vibrant company of the 21<sup>st</sup> century

### **ARTISTIC VISION**

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**"A courageous, artistic house at the forefront of Australian art"**

## OUR VALUES

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The essence of Co3 is defined by our behaviours and actions that are guided by our core values of:

- Excellence** We are high-performers, pursuing and producing work of distinction that informs, confronts, shocks and amuses. Our dancers display excellence of craft, with highly refined technical and emotional skills; individually and as an ensemble. The choreography, production values, and all aspects of delivery of performance and training, are of the highest order. Focus on governance and management excellence are at the forefront of our operations in the constant pursuit of continuous improvement in our business.
- Courage** We act to enrich people's lives in spite of challenges. We set the right priorities and make strategic choices. We feel empowered to define new and different ways of delivering contemporary dance and maintain a disciplined focus on doing it. We are disruptive, we are change makers and we are innovators.
- Resilience** We accept the brutal facts, believe passionately that contemporary dance can enrich lives, and are adaptable and innovative. These characteristics make us robust under conditions of stress and change. We are agile and adaptive.
- Engagement** We encourage participation in, and appreciation of, the art-form through our programming, education, youth development, community presence, and communications. We strive to inspire people through contemporary dance by creating as many touch-points for the art-form as possible. We are cultivators and connectors.
- Integrity** We act openly and honestly based on strong moral principles; behaviour that is anything less is not tolerated. We inspire trust by acting out our words and being accountable for our actions. We are conscious, collective and collaborative. We practice the highest levels of financial management and prudence to ensure that all stakeholder investments are managed with the highest degree of responsibility and we deliver what was promised.

## EQUAL OPPORTUNITY EMPLOYER

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Co3 Contemporary Dance actively strives for diversity in our teams, in the stories we share on stage and across all areas of our operating, programming and interaction with community. The company is an inclusive and safe environment for people from diverse backgrounds. All peoples are considered without regard to age, sex, religion, national origin, sexual orientation or disability. We strongly encourage all nationalities to submit their interest in working with the company when professional opportunities become available and in participating in our youth and education programs.

We recognise there is still a lot more work to be done and will continue to address systemic racism, cultural misappropriation, unconscious bias, access and inclusion. Exploring strategies and policies to address this and engaging in open and safe debate. There are many challenges in the arts and cultural sector right now, more so than ever before. However, as a sector, we must come together and rise to these challenges and always do right by all in our community.

## PURPOSE OF THE POSITION

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Co3 Contemporary Dance is seeking an experienced Associate Producer, Touring to work with our team, responsible for driving the planning and delivery of all Company projects and strategy for Co3's touring program including live performance and digital offerings.

Key to growing the Company's presence across Australia and beyond, the Associate Producer, Touring is responsible for actively seeking out and identifying presentation and touring opportunities for all Company repertoire, in local, national and international markets, specifically the Australasian region. The role is required to liaise with various stakeholders, presenters, venues, community organisations and production personnel to effectively plan and deliver all production tours of Co3's program. Reporting to the Executive Director and Artistic Director, the Associate Producer, Touring will manage logistics, risk and safety, operations, personnel, and compliance for the Company's tours.

The successful applicant will possess considerable experience producing performing arts productions and working with artists / creative teams, excellent organisational and time management skills, strong communication and interpersonal skills, strong financial literacy with an ability to manage budgets, well developed negotiation skills and an understanding of the national performing arts landscape.

## MAIN RESPONSIBILITIES

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- Actively seek out and identify presentation and touring opportunities for all Company programs: live performance and digital offerings, in local, national and international markets.
- Liaise with artists, companies, festivals, presenters, regional, national and international touring organisations, and venues about their needs in relation to nominated projects. This may also include consulting with VR/Tech Developers and Producers to adjust delivery of program in appropriate / accessible formats.
- Work closely with presenters and venues to determine technical modifications need to be made to enhance the tourability of productions; including interpreting venue technical requirements, schedules and conditions to ensure production details enable the presentation of the best quality work.
- Manage and coordinate all aspects of nominated projects including creative developments, productions and tours within allocated budgets including:
  - working closely with artists, creative teams and Co3 staff to define realistic project schedules
  - create and update production and performance schedules, contact lists, tour diaries, etc
  - Prepare and issue presenter/venue contracts, and ensure all royalties, necessary copyright and industry agreements are organised, agreed and paid
  - create and manage budgets
  - Organise logistics including transport and accommodation
- Contribute to timely preparation of EOIs, grants, pitch presentations, acquittals and reports, sourcing and collating required support materials.
- Ensure the development of accurate site plans and manage permit requirements for various sites as required by the venues, councils, and other stakeholders.

- Liaise with Production Manager/personnel on freight agents, and other providers regarding all aspects of the transport of touring equipment.
- Use your expertise to maintain all equipment including safe handling, adherence to hygiene policies in-line with COVID guidelines, storage and replacement.
- Develop, monitor, and manage an approved production budget, providing regular reports to Executive management.
- Ensure compliance with relevant Workplace Health and Safety legislation and Co3 Company policies in tour plans and delivery.
- Stay informed of industry and technology trends that could be of use for the company to integrate.

### **Additional Information**

- You will need to be flexible, as this role will involve working outside the normal office hours, including weekends and public holidays.
- You will be required to deliver projects in a range of venues locally, nationally and internationally, which means the role features frequent travel for short and extended periods.
- You may be required to apply for or present a Working with Children Check Assessment.
- Have a current C-Class Drivers License

### **HOW TO APPLY**

If you believe you're the right for the role, please send your application **by email to [info@co3.org.au](mailto:info@co3.org.au)** by **5pm (AWST) Monday 9 August 2021** with "Application | Associate Producer, Touring" in the subject line.

Interviews will be held **the week of 16 August 2021** and can be done in person or online.

Your application must include:

- 1-2 Page statement outlining how you meet the selection criteria for this role
- 1-2 page current CV; including the names and contacts of at least two (2) professional referees.

***Applications that do not address the selection criteria will not be considered.***

For more information about Co3, visit [www.co3.org.au](http://www.co3.org.au) or contact Alana Culverhouse, Executive Director at [alana@co3.org.au](mailto:alana@co3.org.au)

*Please email [info@co3.org.au](mailto:info@co3.org.au) if you would like to discuss any access requirements in submitting your application.*

*Co3 acknowledges the custodians of the land we are situated on, the Whadjuk people of the Nyoongar Nation, and pay our respects to Elders past, present and future.*

**SELECTION CRITERIA**

<p><b>ESSENTIAL CRITERIA</b></p>	<ul style="list-style-type: none"> <li>• 5+ years' experience producing performing arts productions, presentations and tours.</li> <li>• Have good knowledge of traditional live theatre experience. Experience with real-time immersive (live/stream, Virtual Reality, Augmented/Mixed Reality), interactive, or virtual production experience is preferred but not essential.</li> <li>• High-level producing, project management and program delivery experience.</li> <li>• Excellent negotiation skills and background in negotiating contractual arrangements with supplier deals.</li> <li>• Ability to develop, monitor, and manage approved budgets.</li> <li>• Strong interpersonal skills in developing productive relationships with stakeholders, contractors, artists, creative teams, companies, venues and partners.</li> <li>• Competent in managing production and touring logistics associated with delivery performance tours and community engagement programs.</li> <li>• Collaborative and flexible approach to problem-solving and information sharing.</li> <li>• Contribute creative and critical analysis to new projects, contract requirements and existing projects to ensure the highest quality and most cost-effective technical solutions for projects are identified.</li> <li>• Strong written and verbal communication skills.</li> <li>• Demonstrated organisational ability with strong time management skills and the ability to work autonomously.</li> <li>• Computer efficiency – MS Office: Word, Excel, PowerPoint and Outlook.</li> </ul>
<p><b>DESIRABLE CRITERIA</b></p>	<ul style="list-style-type: none"> <li>• Sufficient experience and understanding of copyright, child welfare, music usage and licensing.</li> <li>• Tertiary qualification in theatre, entertainment or arts management or an equivalent relevant knowledge, training and/or experience</li> <li>• Experience in VR, AR or gaming.</li> <li>• Experience in Tessitura CRM Platform.</li> </ul>