



Position Description

ReadyMade Works Creative Producer

ReadyMade Works (RMW) is seeking a new Creative Producer who is enthusiastic, self-motivated and experienced to manage the RMW Studio and produce our yearly program of events. The part-time role will lead the organisation with the support of the board and our part-time Studio Manager through its next stage of development.

ReadyMade Works (RMW) is a not-for-profit organisation whose core business is to support a sustainable and vibrant ecology for the independent dance sector in Sydney. Well-loved by our community, we are unashamedly lo-fi with a passion for the craft.

The person who takes on this position will deliver the 2021 program of events and residencies; manage the studio hire business; seek out new funding opportunities and steer the organisation through the ongoing impacts the pandemic has on RMW and the dance community.

Website: <https://www.readymadeworks.com.au/positions>

Closing date for applications: Monday 7 December 2020 to board@readymadeworks.com.au

About the organisation:

We are a small organisation run by artists, for artists. Originally founded in 2013 by Samantha Chester, ReadyMade moved to a new organisational structure in 2018. For the last two years the organisation has been run by two artist 'Caretakers' Rhiannon Newton and Adelina Larsson with support from a studio manager.

We have five interconnected objectives:

1. To build connections between the independent dance community, in all its diversity and complexity, and the rest of the community.
2. To help dance artists develop skills and competencies through supporting programs like classes, residency programs, workshops with guest artists and subsidised studio space.
3. To develop artistic opportunities and to connect with the broader arts community through platforms and collaborations for performance and the development of new work.
4. To encourage the health of the dance community by providing access to affordable dance studio space to exchange ideas and practices.
5. To establish and maintain financial sustainability through project grants, independent income streams and maintenance of space for hire to support the operation of the organisation.

Working Hours and Pay:

The Caretaker role is part-time, 16 hours per week, and will require some flexibility as the work may involve evenings and weekends.

The salary is based on \$60,000 per annum (\$24,000 pro rated to 0.4 FTE) plus superannuation.

Primary Duties:

The Creative Producer in consultation with the board will be an ambassador and the primary point of contact for RMW and will ensure that our program responds to the current needs of the independent dance sector. Key duties include:

- Artistic: planning and delivering artistic programs which enhance the goals and objectives of RMW, in consultation with the RMW Board and the Artistic Sub-Committee, including, but not limited to, classes, workshops and residencies;
- Operations:
 - Managing RMW's finances in consultation with the Treasurer and casual bookkeeper including maintaining accurate financial records, processing invoices and payments in a timely manner, devising budget forecast and financial strategy in consultation with the RMW Board;
 - Applying for and successfully acquitting grants and undertaking other fundraising projects as necessary;
 - Supervising contract and casual staff;
 - Working with the Studio Manager to manage studio bookings, online calendar, hire agreements, payments, and access to the space for Hirers;
- Liaising with the City of Sydney and Colliers for maintenance, repairs and any other issue in relation to the management of RMW's premises, as needed; and
- Preparing regular reports for the RMW Board.
- Relationship management: maintaining and developing relationships with key stakeholders through e-news, social media, the RMW website, and face-to-face, including but not limited to the broad spectrum of the dance community, allied arts communities, potential and existing Studio Hirers, audiences for public programs, City of Sydney and other funders, and monitoring and maintaining an amicable relationship with the KU Childcare Centre underneath the Studio
- Governance: maintaining accurate and up-to-date records for RMW in compliance with all statutory requirements and participating in the ongoing governance of the organisation.

Key Selection Criteria:

1. An understanding of the dance sector in NSW
2. Demonstrated organisational management skills (venue management, programming, producing, etc) and experience working in an arts organisation or other relevant experience.
3. Experience developing creative projects from conception to delivery and an understanding of project management logistics and best practice
4. Some financial experience - bookkeeping, budgeting, paying bills, invoicing, etc
5. Experience in grant writing and/or philanthropy
6. Experience in relationship management with a diverse range of stakeholders (eg artistic community, local council, state and federal funders, members of the public, board members)

To Apply for this Role

Please send a cover letter of no more than two pages addressing the selection criteria and your CV. Please name two referees including someone from in the independent dance community. Address applications and questions to Su Goldfish and Latai Taumoepeau at board@readymadeworks.com.au

Closing date for applications: 7 December 2020 with interviews happening mid-December. This role will start mid-January 2020 with a handover period with the current Caretaker Rhiannon Newton.