

# POSITION DESCRIPTION

## SENIOR PRODUCER – COMMERCIAL & PRODUCTION, NTofP

### POSITION DETAILS

Date of Position Description	June 2025
Position Title	Senior Producer - Commercial & Production, National Theatre of Parramatta (Term Contract)
Position Grade	11
Directorate   Business Unit	Community Services   Riverside Theatres
Reports to	Executive & Creative Producer, Riverside Theatres, National Theatre of Parramatta
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements
Job Location	Heritage Centre, Parramatta (Council retains the right to alter locations should the operational need arise)

### POSITION OVERVIEW

The Senior Producer is responsible for working with the developing, producing, and delivering the National Theatre of Parramatta (NTofP)'s creative program of productions and projects, with a key focus on driving creative excellence, commercial viability, audience engagement, and ticket sales outcomes. This role leads project implementation and provides producing leadership for both Riverside-based seasons and touring programs, while supporting the strategic and financial goals of NTofP. During the interim operation it will be producing NTofP *Live at PHIVE* program, A 200 seat temporary venue situated in PHIVE's Discovery space. The venue will operate as Riverside's interim home during the development of its permanent precinct.

The National Theatre of Parramatta (NTofP) is Riverside Theatres' flagship professional theatre company, rooted in Western Sydney and driven to create bold, culturally resonant work. It champions new Australian voices through major productions, commissions, coproductions and touring initiatives. Focused on artistic excellence, audience accessibility and sustainable commercial growth, NTofP aims to become a nationally recognised theatre enterprise.

This role supports the Executive and Creative Producer (EP/CP) to deliver and implement NTofP programs and productions internally and externally and plays a pivotal role in promoting Riverside Theatres as a centre of excellence in performing arts, events and exhibitions in Western Sydney region.

### KEY RESPONSIBILITIES

Role Specific

- Provide end-to-end producing leadership and delivery of productions and projects —ensuring timely and professionally delivered contracting, scheduling, budgeting (in consultation with the EP/CP), technical planning, delivery and post-production evaluation for NTofP.
- Collaborate with the Executive & Creative Producer and future Artistic Director by providing advice and industry knowledge to help shape the annual programming strategy, content selection, and curatorial direction for consideration.
- Lead financial modelling for productions including cost recovery, co-producing structures, ticket yield targets, and income forecasting.
- Oversee project delivery using contemporary project management practices—ensuring productions are delivered on time, on budget and to the highest standards.
- In consultation with EP/CP be the lead in developing and driving box office and ticketing strategies in collaboration with marketing and ticketing teams, including onsale planning, pricing, allocation management, and revenue reporting.
- Manage all technical and production elements in collaboration with the Production and Technical teams, from set and sound to lighting and staging logistics.
- In consultation with the EP/CP supervise and mentor junior producers and trainees as part of Riverside's sector development and skills pipeline.
- Establish and maintain clear production procedures and records systems, including reporting, contracting, archiving and risk management in line with Council's processes and procedures.
- Maintain strong client and partner relationships, including negotiation of supplier agreements, creative contracts, venue partnerships, and co-producing arrangements in accordance with Council's procurement policy and procedures.
- Represent NTofP at pitch events, industry forums and public events, promoting the company's artistic and commercial vision, and foster a positive reputation and outcomes for City of Parramatta.
- Attend and participate in company meetings, funding submissions, and acquittals as required.
- In consultation with the EP/CP, coordinate touring productions and manage relationships with national and international partners, venues and consortia.
- Ensure effective management of sets, props and production assets, including storage, asset tracking, and reuse where appropriate to ensure sustainable practices.

## **Baseline**

- Support and assist the EP/CP in the training of new casual staff.
- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.

- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

## **KNOWLEDGE**

### **Qualifications**

- Tertiary qualifications (minimum Cert IV) or significant demonstrated experience in theatre/event/production discipline, or extensive and relevant industry experience including leadership roles.

### **Experience**

- 5+ years demonstrated experience in theatre production and managing relevant budgets.
- Demonstrated Live performance experience working with professional and community-based organizations.
- Strong experience in an arts and creative industries environment.
- Experience touring theatrical productions.
- Experience producing and on-selling shows.
- Experience in a multi-task environment requiring application of priorities, meeting of deadlines and working under pressure.

### **Skills**

- Excellent communication skills including ability to maintain effective interpersonal and professional relationships with staff and a wide range of internal and external stakeholders.
- Strong collaboration and teamwork skills
- Advanced knowledge of computers and business, financial, word processing and spread sheeting software.
- Experience with set building
- Experience in marketing, developing sales strategies and understanding of digital marketing opportunities
- Experience with set building.
- Knowledge of theatrical lighting, sound and design.
- Ability to supervise ancillary technical and support staff.