

DEAD PUPPET SOCIETY

INFORMATION FOR CANDIDATES:
ASSOCIATE PRODUCER



ASSOCIATE PRODUCER – POSITION DESCRIPTION BRIEF

OUR VISION

To be an international leader in design-led theatre, creating works in Queensland and taking them to the world.

COMPANY BACKGROUND

Dead Puppet Society is a Brisbane-based international production house and design studio, creating deeply imaginative design-led theatre, head-turning sculptures, captivating public art experiences and unique opportunities for emerging artists and students, combining timeless craftsmanship with cutting-edge technology.

ASSOCIATE PRODUCER – POSITION DESCRIPTION

Basis of Employment:	Full time One-year contract
Hours:	38 hours per week
Employment conditions:	4 weeks annual leave
Salary Range:	Available on request
Report:	This position reports to the Executive Producer via the Company Manager

This is an extremely rare opportunity for a Producer with at least 3 years of industry experience to join the Dead Puppet Society team, playing a key role in the delivery of projects associated with the four programming pillars of the company:

Activation

Project manage Activations alongside the Associate Creative Director and Executive Producer, including but not limited to:

- Write, update and reconcile project budgets, generating schedules, working with key stakeholders, partners and contractors such as builders and engineers.
- Identifying crewing and liaise with the Technical Director to book appropriate personnel.
- Prepare and draft contracts alongside the Company Manager where required.
- Administer DPS Social, our after-hours making workshops, alongside the Head of Fabrication, overseeing bookings and event delivery.

Dead Puppet Society



Collection

- Work with the Associate Creative Director to oversee the delivery of the program.
- Research and expand on new opportunities for Collection to achieve sales targets, including retail expansion and forge new partnerships for the success of the program alongside the Executive Producer and Head of Marketing & PR.
- Run the budget and work with the Company Manager to prepare invoices and track sales targets.

Production

- Support the Executive Producer on production delivery where required.
- Offer support to the production department during rehearsals and peak delivery, as approved by the Executive Producer.
- Track daily sales for productions in the market and inform the Executive Producer, Company Manager and Head of Marketing & PR on updates and trends.

Education

- Act as the first point of contact and reply to Education booking enquiries: securing dates, times, content, numbers of students and workshops. Update the Education tracker and work with the Head of Youth and Engagement to provide further information and with the Company Manager to manage the financials.
- Work alongside the Associate Creative Director and Head of Youth and Engagement to oversee delivery of the DPS Academy/THE DPS LAB, including producing event schedules and working with key partners.

Gallery

- Work from the downstairs space when required to welcome and host visitors to the Gallery.
- Host at the Gallery when required, including for larger events at The Princess Theatre. This will require some flexible hours.

Administration

Offer company-wide administrative support where required, including but not limited to:

- Replying to all info@deadpuppetsociety.com.au enquiries.
- Filing of company expenses and receipts, including for the production department when in rehearsals, and completing any reconciliation required.
- Assist the Executive Producer and Head of Marketing & PR with donor events and other event delivery as required.
- Be responsible for maintaining office stock, including but not limited to paper, printer ink, milk and coffee.
- Prepare Chookas messages from the team for distributing to relevant arts organisations and producers.
- Support the Executive Producer with grant writing and acquittals.

- Support the Head of Marketing & PR with audience and marketing data.
- Support with updating company calendars and ensure that all are synced, in communication with the Company Manager and Executive Producer.
- Take minutes at team meetings and circulate key action items.

Marketing

- Create, capture and post social media content as advised by the Head of Marketing and PR.
- Host media and run press opportunities as secured and briefed by the Head of Marketing and PR.
- Prepare schedules for and run film and content shoots across the four pillars of the company as required.
- Prepare and distribute event invitations as required.
- Assist the Head of Marketing & PR with audience insights and data including gathering and recording audience data as part of project completion, helping to maintain DPS and Education eNews databases.

SELECTION CRITERIA

- Experience in a producing, program-related or stage management role in the arts or similar creative industry.
- Demonstrated understanding of creative processes and requirements in realising artistic vision.
- Demonstrated ability to manage projects involving multiple deadlines, budgets and stakeholder relationships.
- Demonstrated ability to work independently and as a part of a team.
- Exceptional administrative and organisational skills, attention to detail and ability to create and adhere to systems and procedures.
- Excellent verbal and written communication skills.
- Strong computer skills for database use and maintenance, email, Microsoft Office suite.

APPLICATION REQUIREMENTS

Applicants should submit the following:

1. A written application (no more than 3 pages) or video of no more than 5 minutes addressing the Selection Criteria.
2. A current CV and contact details of 2 referees.

Applications should be emailed with ASSOCIATE PRODUCER in the subject line by **5pm** on **Monday 28 May 2023** to nicholas@deadpuppetsociety.com.au.

If you would like to discuss the position in more detail, please contact Executive Producer Nicholas Paine by email on nicholas@deadpuppetsociety.com.au.