



January 23 2012

Dear Applicant

Thank you for your interest in the position of Recording & Broadcast Manager at The Australian Ballet. This is a 12 month, fixed term contract.

Please find below information related to the position including the organisation's vision, mission and goals, the position description, timeline and selection criteria. If you proceed with an application you should receive an email 'Application received with thanks' within 48 hours. Should you not receive a reply, please contact me by phone (9669 2700) or email. We would be disappointed if your application was mislaid.

In accordance with the timeline for the selection process, the closing date for receipt of applications is Thursday, February 2 and if you are successful in being short listed you will receive notification of this on Wednesday, February 8. If you are unsuccessful, I wish you all the best and again, thank you for your interest in The Australian Ballet.

Yours sincerely



Helen Williams
Human Resources Manager



Caring for tradition. Daring to be different.

Vision

To move ballet forward

Mission

- Create inspiring performances
- Achieve excellence on both sides of the curtain
- Engage more people in the art form
- Commit to innovation
- Ensure a sustainable business platform

THE AUSTRALIAN BALLET **CORE VALUES**

Creativity

Our core work is the creation of and performance of ballet. We are committed to maintaining an organisational culture that fosters creativity, energy and originality.

- In line with our vision, we are inspired by traditions, and value innovation
- We welcome diversity in order to best serve and reflect our community, and to keep us open to new ideas and influences
- We collaborate actively with each other, and with others outside the company

Custodianship

We hold in trust for future generations the rich legacy of The Australian Ballet's history, its present and its future viability.

- We advocate for the art form as being a stimulating, moving and entertaining part of our culture
- We serve the interests of the organisation, ensuring dynamism and sustainability into the future
- We are committed to developing audiences for ballet, and for the arts generally, through our performances as well as educational activities

Professionalism

Our contributions to the workplace are characterised by integrity, commitment and mutual respect. This creates an environment in which we can all excel.

- We strive for excellence in all that we do, and continuous improvement in every area of the organisation
- Through our actions, we all contribute to a working environment that is harmonious, collaborative, productive and fun
- At all times, we act responsibly and safely, exercising sound judgment, complying with all relevant standards and requirements, and maintaining a high level of accountability to our stakeholders
- As a flagship Australian arts organisation, we are leaders, collaborators and mentors in our industry, and in the community generally

Position Description

POSITION TITLE:	RECORDING & BROADCAST MANAGER
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1. KEY ROLE

This position has been created to manage all the production and administrative requirements of the company's recording and broadcast projects.

The role will involve some interstate travel.

2. CULTURE / ENVIRONMENT

The Australian Ballet's digital, recording and broadcast strategy is recognised as one of the most comprehensive and interactive in Australia. This strategy is an extension of our company mission, to:

- Create inspiring performances
- Achieve excellence on both sides of the curtain
- Engage more people in the art form
- Commit to innovation
- Ensure a sustainable business platform

We are committed to providing all Australians with the opportunity to experience the beauty, athleticism and power that ballet offers and to making ballet accessible to the broadest audience possible, regardless of location or socio-economic status.

The recording and broadcast of performances provides The Australian Ballet with major opportunities to increase access to TAB's work, engage more people in the art form and build the national and international profile of TAB and associated artists.

The role of Recording and Broadcast Manager is to work with all areas of the business to realise this vision. This is a fixed term one year contract.

The Ballet's administration offices, production department, music department and rehearsal studios are located at The Australian Ballet Centre, 2 Kavanagh Street, Southbank, Victoria. The Australian Ballet performs on a regular basis in the Arts Centre, Melbourne, and the Sydney Opera House as well as other interstate venues. The Company also tours overseas.

3. SPECIFIC ROLES AND RESPONSIBILITIES

3.1 General

- Manage the R&B budget
- Continue to refine, develop and communicate the broadcast model for the company
- Keep abreast of best practice broadcast models across the world
- Be an advocate for R&B across the organisation

3.2 Rights clearances

- Negotiate the rights for all creative teams involved in a production planned for broadcast
- Negotiate the contract and rates with venues in relation to broadcast
- Manage the contract with orchestras in relation to broadcast
- Develop and manage the process for rights management and distribution of existing recorded content and productions
- Maintain accurate records of those involved in each broadcast

3.3 Broadcast Production Management

- Liaise with broadcast partner production management teams
- Liaise with Broadcast director
- Liaise with internal stakeholders
- Manage internal communication and production process with key internal teams
- Work with venues on contractual arrangements for broadcast
- Manage all logistical processes in relation to broadcasts including scheduling
- Manage live sites as required
- Manage post production
- Manage the production and rights management process of film projects as they relate to performance content – for example *Luminous*

3.4 Records, Payments and fund distribution

- Prepare and manage budgets for all R&B activity
- Manage all details of contributors and performers involved in recording
- With Company Management, manage creative teams' documentation
- Provide copies of signed contracts and current payment instructions to Finance for payments of royalties and fees to artists and creative teams
- Work with broadcasters to manage royalty payments
- Work with music department to manage clearance of rights for music recordings and distribution

3.5 Documentary Film & interstitial production management

- Manage and maintain the documentary film guidelines
- Manage rights and clearances paperwork/documentation
- Manage daily documentary film schedule

3.6 Sales & distribution

- With AED work on sales and distribution of captured content
- Refine sales and distribution model to maximise revenue

3.7 Undertake any other duties as reasonably requested by the Associate Executive Director

4. **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

- Experience in recording and/or broadcast production
- Experience in project management

5. **ATTRIBUTES:**

To successfully fulfil the roles and responsibilities as outlined above, the Recording & Broadcast Manager should demonstrate the following skills, knowledge and personal qualities:-

- Leadership and people management skills
- Well-developed project management skills
- Excellent verbal and written communication skills
- Budget management skills
- Ability to manage competing demands, set priorities and work to tight deadlines
- Able to work autonomously
- Attentive to detail and quality awareness
- Creative
- Decisive
- Committed to audience development principles
- Commitment to continual improvement
- Confident
- Diplomatic
- Negotiator

6. KEY PERFORMANCE INDICATORS

- 6.1 R&B budget is accurate, up to date and projects delivered on budget
- 6.2 Rights clearances with creatives, venues and orchestras are managed in a timely manner
- 6.3 Internal and external communication to key personnel and departments delivers smooth implementation as determined by feedback to the position and the AED
Contractual arrangements are delivered on time and on budget
- 6.4 Royalty payments are accurate, timely and Finance provided with accurate information to expedite
- 6.5 Documentary film guidelines are developed, maintained and accurate
Rights and clearances for film making, documentaries and broadcasts meet requirements of TAB and film maker/broadcaster

7. FEEDBACK AND ANNUAL PERFORMANCE REVIEW

Feedback from the Associate Executive Director throughout the year should be constructive, critical and timely. The R&B Manager will actively participate in an annual performance review with the Associate Executive Director.

The review will focus on the fulfilment of the position outcomes and the achievement of the Key Performance Indicators.

8. RELATIONSHIPS

Reporting to: Associate Executive Director
Direct reports: Nil
Key personnel: Director of Operations
Artistic Director
Music Director & Chief Conductor
Marketing & Communications Manager
CFO
Dancers

9. PHYSICAL REQUIREMENTS OF THE POSITION:

Due to the geographic layout and nature of work, the R&B Manager will be required to undertake a diversity of tasks which may require various forms of mobility.

Element	Weight range / activity	Assistance available	Maximum frequency
Undertake administrative tasks including intensive keyboard/computer work	Sitting, reaching, bending, twisting	Ergonomic work stations and training	Daily
Use technology including computer, printer, fax machine, photocopier	Reaching, twisting, stretching, bending	Ergonomic work stations and training	Daily
Undertake manual handling of equipment and materials	Lifting, stretching, carrying, bending	Appropriate storage and handling equipment, and training	Daily
Interstate air travel	Carrying, sitting	Appropriate luggage (provided by employee)	Occasionally

10. DATE: 20 January 2012

Authorised by: Philippe Magid
Associate Executive Director

TIMELINE

- Internal announcement Friday January 20
- Arts Hub Monday January 23
- Applications close Thursday February 2
- Shortlisting completed by Wednesday February 8
- Interviews will take place on Thursday and Friday, February 9 & 10
- Commencement date asap/negotiable

SELECTION CRITERIA

Candidates should generally address the Specific Roles and Responsibilities in their written application along with the following key criteria:

- Experience in recording and/or broadcast production
- Experience in project management

Email applications by close of business on Thursday February 2 to helenw@australianballet.com.au

Helen Williams
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