

POSITION DESCRIPTION

POSITION	Head of Producing
STATUS	Full Time
LOCATION	Perth, Western Australia
REPORTS TO	Artistic Director
DOTTED-LINE REPORT TO	CEO
DIRECT REPORTS	Company Manager/Casting Director, Literary Director
DOTTED-LINE REPORTS	Associate Artistic Director

COMPANY OVERVIEW

Black Swan's vision is to connect artists and audiences through the power of theatre to entertain, challenge and inspire. We create exceptional, high-quality theatre that speaks to the world from our unique WA culture, landscape and moment in time.

Since its inception in 1991 under founding Artistic Director, Andrew Ross, Black Swan has been celebrated for its original theatrical works, Western Australian stories, site-specific and promenade productions, Perth Festival presentations, extensive national and international tours, and cross-cultural collaborations that uplift and celebrate Aboriginal artists.

We aim to remain true to this indomitable and inspired spirit to nurture works that reflect imaginatively on Black Swan's place and time in bold and uncompromising ways, in ways that will make people take notice, and in ways that will endure.

POSITION SUMMARY

The Head of Producing is a key leadership position responsible for the strategic planning, oversight, and delivery of all Black Swan productions and creative projects.

Working closely with the Artistic Director and CEO, the role leads the Artistic team to realise the company's artistic vision through effective scheduling, contracting, stakeholder management, and financial stewardship. The Head of Producing ensures alignment between artistic ambition and operational practicality while fostering a culture of collaboration, care, and excellence.

POSITION OBJECTIVES

The Head of Producing will:

- Provide leadership to achieve the company's artistic, strategic and financial goals.
- Sustain and develop stakeholder relationships with artists, producers, presenters (venues and festivals), and government and investment bodies to support future presentation opportunities.
- Oversee the lifecycle of all productions and creative developments from concept to completion.
- Contribute to long-term programming, planning and touring initiatives in consultation with the Artistic Director and CEO.

KEY RESPONSIBILITIES

Leadership and Strategy

- Provide leadership across all producing functions, fostering collaboration and clear communication within the company and across creative teams.
- Support the Artistic Director in the development, realisation and evaluation of the annual artistic program.

- Lead and mentor direct reports, supporting professional development and embedding a culture of accountability, creativity, and respect.
- Support the implementation of a regional, national and international touring strategy which aligns with the Company's strategic objectives.

Producing and Project Delivery

- Oversee the effective planning, budgeting, contracting, and delivery of all productions and events, ensuring they are delivered to the highest artistic standard.
- Support creative teams throughout the production process, balancing artistic vision with financial and logistical realities.
- Negotiate and manage agreements with artists, co-producers, presenters, venues, and touring partners.
- Ensure timely communication and information-sharing across marketing, technical, production, box office and other teams to support the smooth delivery of all projects.
- Liaise with presenting venues to ensure front of house operations, audience experience, and accessibility standards align with Black Swan's values and production requirements.
- With the Head of Production, ensure compliance with workplace, industrial, and safety standards across all producing activities.
- Work with the Leadership Team to deliver ancillary activities for audience development and subscriber benefits.

Stakeholder Engagement and Partnerships

- With the Artistic Director and CEO, build and sustain relationships with co-producers, presenters, and festivals state-wide, nationally and internationally.
- Represent Black Swan within the arts industry, promoting the company's creative identity and producing expertise.
- Identify opportunities for partnerships, collaborations, and new producing models to enhance Black Swan's reach and sustainability.

Financial and Administrative Management

- Develop, manage and monitor project and departmental budgets in consultation with the Head of Finance and CEO.
- Undertake all work within the financial parameters established under Board-approved budgets and as managed by the CEO.
- Support funding applications, acquittals and reporting as required by funding bodies, stakeholders and sponsors.
- Oversee post-production evaluations to inform continuous improvement and future planning.

ORGANISATIONAL RELATIONSHIPS

This is a senior leadership position and therefore, works closely with the leadership team and artistic department.

Reports To: Artistic Director

Dotted Line Report To: CEO

Key Internal Relationships: Head of Operations, Head of Finance, Head of Marketing, Head of Production, Head of Business Development, Head of Philanthropy

Direct Reports: Company Manager/Casting Director, Literary Director

Dotted-Line Reports: Associate Artistic Director

Key External Relationships: Artists, audiences, venues, funding bodies, local, national and international performing arts sector

SKILL AND KNOWLEDGE REQUIREMENTS

Essential Criteria

- Extensive experience in producing and project management at a senior level within the performing arts.
- Strong leadership and people management skills, with proven ability to mentor and support staff.
- High-level budgeting, financial management and contracting experience.
- Strong strategic, negotiation and stakeholder relationship skills.
- In-depth understanding of the national and international performing arts sector, including the dynamics of producing partnerships and touring.
- Excellent communication and interpersonal skills, with the ability to work collaboratively across artistic and operational teams.
- A proactive, solutions-focused approach and the capacity to manage competing priorities with calm and professionalism.

PHYSICAL AND PSYCHOSOCIAL REQUIREMENTS

Description	Physical	Psychosocial
Ability to work to time pressures/deadlines		✓
Ability to sit for long periods	✓	
Ability to operate a computer for long periods	✓	
Ability to collaborate and effectively communicate with colleagues		✓
Ability to operate in a sometimes fast-paced and demanding environment		✓
Adaptability, flexibility, and resilience in the face of challenges and uncertainties		✓
Cultural awareness and sensitivity to navigate diverse themes and portrayals in productions		✓
Ability to face high-pressure situations, demanding responsibilities, and strategic decision-making		✓
Ability to navigate difficult conversations and resolve conflict		✓
Ability to cope with the emotional content associated with some productions		✓

SPECIAL CONDITIONS

Flexibility to work evenings and weekends during production seasons as required.

This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.