

POSITION DESCRIPTION: DIGITAL PRODUCTION MANAGER

About APAM

The Australian Performing Arts Market (APAM) is a strategic initiative of the Australia Council for the Arts. APAM works year-round and across Australia to connect contemporary Australian theatre, dance, emerging and experimental art with international and national opportunities.

Based in Victoria through the Victorian Government's support, APAM services the Australian contemporary performance sector, connecting and brokering relationships with international presenters, venues, and cultural organisations. APAM's year-round program of services and events encourages collaboration, exchange, and capacity building across Australia and the global marketplace.

First Nations artists are central to all APAM's activities, and APAM's partnership with ILBIJERRI Theatre Company reflects this First Nations focus.

About the role

The Digital Production Manager is responsible for implementing the digital and broadcast components of APAM's events, which are presented on Swapcard. The primary event focus for this role is the APAM Gathering at RISING Festival in June 2023. The Digital Production Manager oversees the delivery and sharing of digital content and scheduling and maintaining digital events, ensuring that participants of APAM's online programs and activities have an experience which is user-friendly and professionally valuable.

APAM invites applications from candidates who have a strong understanding and working familiarity with digital conferencing platforms, and who bring a problem-solving capability to adapt and make use of APAM's existing resources to deliver the best user experience.

The role requires experience working with multimedia production services suppliers to create high-quality events, and a demonstrated ability to coordinate a user experience which is robust and simple to navigate. The role will involve foreseeing, trouble-shooting and providing detailed and timely support for users where necessary.

The following experience is highly regarded but not essential: creating and editing digital content; development of digital content to a broadcast standard, including managing live streaming delivery, a sound knowledge of post-production, an understanding of current broadcast technologies, systems and applications, and the ability to apply these technologies.

POSITION RESPONSIBILITIES

Scheduling online events and facilitating their content delivery

- Work with APAM's producing team to develop and design digital programs to align
- and integrate with APAM's live events, with a major focus on the APAM Gathering at RISING Festival
- Schedule and coordinate online event delivery, including data entry for building and refining the online events on Swapcard, uploading their content, testing the user experience
- Manage the day-to-day smooth running of digital program delivery, including trouble shooting
- Design, implement and monitor a robust and responsive user support system
- Work with APAM's web development agency to optimise the online event experience for artists, industry, partners, and other stakeholders

Finance, Administration and Reporting

- Coordinate planning, budgeting, production, and resourcing requirements for programs and activities
- Deliver activities within budget
- Ensure appropriate risk management procedures are developed and implemented for the program

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Demonstrated experience and knowledge of current technology as it applies to online events and conferences, operating systems and applications
- Demonstrated ability to manage projects within a broadcast or digital delivery environment
- Understanding of / experience in creating and delivering accessible events, and creating content in line with digital accessibility standards
- Experience in the use of a CRM database including integrations across multiple platforms
- Strong attention to detail and a rigorous approach to managing data
- Strong verbal and written communications skills
- High level of motivation and energy and the capacity to meet deadlines, problem-solve, and manage competing demands
- Strong proficiency in budget management

Highly regarded

- Knowledge of post-production services including video, images, audio, graphic design and preparation of digital content to broadcast standards including webcasting
- Understanding of / experience in planning and conducting usability testing
- A strong understanding of best practice processes related to designing, deploying and evaluating digital content and programs, and digital workflows
- Experience in working collaboratively with diverse artists, companies, and communities

FURTHER INFORMATION

The position reports to APAM's Program Producer and works closely with the Associate Producer. The Digital Production Manager will be employed by Auspicious Arts Projects (AAP), in AAP's capacity as APAM's auspice agency.

The position is offered as a fixed-term contract from Nov 2022 to July 2023. The salary offered is \$80,000 FTE.

The forecast spread of hours across the contract is a weekly average of 0.6 FTE and reflects the workload leading up to the Gathering at RISING Festival: 0.4 FTE Nov-Dec 2022; 0.6 FTE Jan-Apr 2023; 1.0 FTE May-June 2023; 0.6 FTE July 2023. Forecasted hours may vary, and agreed hours will be subject to discussion with the successful candidate.

While the APAM Office is based in Melbourne, we are happy to negotiate a remote working arrangement.

TO APPLY

Please email your application to hello@apam.org.au and include a cover letter outlining your knowledge, skills, and experience as these relate to the knowledge, skills and experience required for the role. Please include your CV and contact information for three referees. Applications that do not include referee details will not be considered.

Applications close 5pm Wednesday 12 October.

APAM recommends applying as soon as possible. We are keen to interview early, and we may fill the position if we find the right candidate.

For queries, please email hello@apam.org.au