



SCOUTS AUSTRALIA (VICTORIAN BRANCH)

ROLE DESCRIPTION: PRODUCER – WHITEHORSE SHOWTIME

Title	Producer – Whitehorse Showtime
Measurement	Membership, Quality, and Participation
	This is a voluntary position

WHITEHORSE SHOWTIME is an annual theatrical event that is conducted for members of Mt Dandenong Region and agreed neighbouring Districts. Members of Girl Guides Victoria within the same locality are invited to be a part of Whitehorse Showtime.

The aim of this event is to build character and self-confidence with the emphasis on teamwork, co-operation and self-discipline in accordance with the purpose of Scouts Australia.

POSITIONS REPORTING TO PRODUCER

- Artistic Director
- Creative Director
- Marketing Director
- Media Director
- Musical Director
- Production Director
- Support Director
- Technical Director

COLLABORATES WITH

- Executive Director (Whitehorse Showtime)
- Finance Director (Whitehorse Showtime)
- Whitehorse Showtime Executive Committee

FUNCTIONS

1. To produce Whitehorse Showtime; and
2. To carry out functions delegated by and in support of the Whitehorse Showtime Executive Committee and the Executive Director of Whitehorse Showtime and Scouts Victoria according to the Guidelines for Conducting Whitehorse Showtime.

DUTIES

1. To liaise with the Executive Director on all matters relative to the production of Whitehorse Showtime;
2. To be a member of the Whitehorse Showtime Executive;





3. To present to each meeting of the Whitehorse Showtime Executive a verbal report in relation to your area of responsibility;
4. At the conclusion of each season, present a written report to the Whitehorse Showtime Executive outlining all relevant matters and issues regarding the operation and performances;
5. To liaise with the Finance Director to ensure that a budget is prepared for each year's show and presented to the Executive for approval;
6. To ensure that production costs are contained within the approved budget and to keep the Executive Director advised in this regard;
7. Chair the monthly meetings of the Whitehorse Showtime Board of Directors and ensure the business of the Board is focussed on the successful operation and development of the Whitehorse Showtime season through:
 - Maintaining the values and standards in accordance with the fundamental principles of the Scout Association
 - Development of the strategic direction for Whitehorse Showtime
 - Ensuring that Whitehorse Showtime is conducted to meet the educational objectives of the Youth Program Sections, and remains relevant to young people
 - The management of the Whitehorse Showtime timeline as documented
 - Ensuring that Whitehorse Showtime is promoted throughout Scouting, Guiding and the general community through marketing and ticket sales;
8. At the conclusion of each season, lead a debrief meeting to facilitate honest and open dialogue regarding the successes and shortcomings of the season for future learnings and ongoing development of Whitehorse Showtime;
9. Recommend to the Whitehorse Showtime Executive a venue for presentation of the show which will be influenced by its ability to present the program, including the lighting and acoustical technicalities, in a professional manner;
10. Collaborate with the Finance Director to develop the necessary documentation which will allow the Finance Director to ensure that the Association's and Show's property relative to the production area of the show is adequately covered by insurance for risks likely to be encountered;
11. Comply with the lease/rental requirements of the Theatre and Training/Rehearsal venues;
12. Oversee and approve decisions relating to:
 - The selection of program content
 - Auditioning of Cast;
 - Membership of the show
 - Appointment of Heads departments
 - Technical requirements
 - Copyright
 - Venues used for training/rehearsals
 - Training requirements
 - Promotions including print and electronic media





- Safety and risk management
- Catering

13. Collaborate with the Finance Director to oversee and approve decisions relating to:

- Ticket pricing
- Fundraising
- Merchandising
- Cast registrations

14. Keep abreast of all developments within the sphere of Scout Shows and the performing arts within Victoria, other Branches and overseas, and attend the annual National Performing Arts Council (NatPAC) meetings of Scouts Australia.

15. Attend as many performances as possible during the Whitehorse Showtime season, and participate in VIP hospitality during the term of the show;

16. Ensure that accurate records are kept for participation rates in order to recognise years of service and Life Membership awards;

17. Ensure that all members of the show who appear on stage are registered members of Scouts Australia or Girl Guides Australia.

18. Ensure that all members of the show who are over 18, and who have access to areas “behind-the-scenes” have a valid “Working with Children Check”.

19. Any other duties as requested by and in support of the Executive Director and Whitehorse Showtime Executive Committee.

ATTITUDES SKILLS AND KNOWLEDGE REQUIRED FOR THE JOB

Attitude

1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Have a commitment towards the importance of the performing arts within Scouting
3. Be inclusive in leadership style encouraging teams to excel
4. Be respectful of all teams accepting individual differences as a resource

Skills

1. Be able to lead, communicate with and motivate adult and youth leaders and work harmoniously to grow the program
2. Demonstrate planning and delegation skills

Knowledge





1. Have a sound knowledge and strong commitment to the purpose, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organizations
2. Have completed or be prepared to complete Leader of Adult training within three years of appointment.

