



**ROLE DESCRIPTION**  
**Producer – South Metro Showtime**

**Title** Producer – South Metro Showtime

**Measurement** Membership, Quality and Participation

This is a voluntary position.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

South Metro Showtime is an annual theatrical event that is conducted for members of Bays Region and agreed neighboring Districts. Members of Girl Guides Victoria within the same locality are invited to be a part of South Metro 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:**

- Production Director
- Finance Director
- Musical Director
- Production Manager
- Human Resources Manager
- Technical Director
- Catering Manager
- Staging Manager
- Costume Manager

**Collaborates with:**

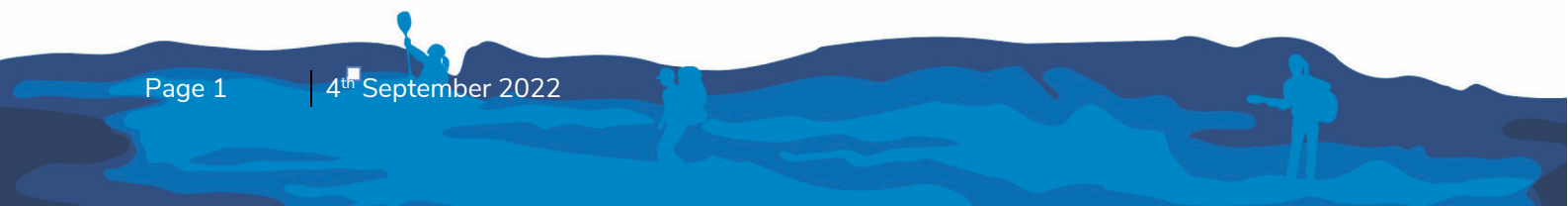
- South Metro Showtime Executive Committee
- Bays Region Commissioner
- Bays Region Management Council

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

**PRIMARY RESPONSIBILITIES**

Functions:

- To produce South Metro Showtime;



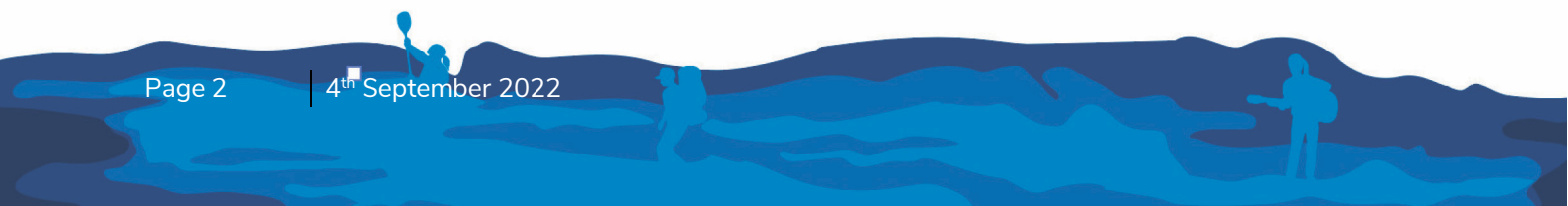
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- To carry out functions delegated by and in support of the South Metro Showtime Executive Committee and Scouts Victoria according to the Guidelines for Conducting South Metro Showtime; and
- To provide Programming Support to Members of Bays Region Scout Association.

Duties:

1. To be a member of the South Metro Showtime Executive;
2. To present to each meeting of the South Metro Showtime Executive a verbal report in relation to your area of responsibility;
3. At the conclusion of each season, present a written report to the South Metro Showtime Executive outlining all relevant matters and issues regarding the operation and performances;
4. 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;
5. To ensure that production costs are contained within the approved budget;
6. Chair the meetings of the South Metro Showtime Management Team and ensure the business of the Management Team is focused on the successful operation and development of the South Metro Showtime season through:
  - Maintaining the values and standards in accordance with the fundamental principles of the Scout Association;
  - Development of the strategic direction for South Metro Showtime;
  - Ensuring that South Metro Showtime is conducted to meet the educational objectives of the Youth Program Sections, and remains relevant to young people;
  - The management of the South Metro Showtime timeline as documented;
  - Ensuring that South Metro Showtime is promoted throughout Scouting, Guiding and the general community through marketing and ticket sales.
7. 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 South Metro Showtime;
8. Recommend to the South Metro 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;
9. 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



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production area of the show is adequately covered by insurance for risks likely to be encountered;

10. Comply with the lease/rental requirements of the Theatre and Training/Rehearsal venues;

11. 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;
- Other Areas as Required and directed by South Metro Executive Committee.

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

- Ticket pricing;
- Fundraising;
- Merchandising; and
- Cast registrations.

13. 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.

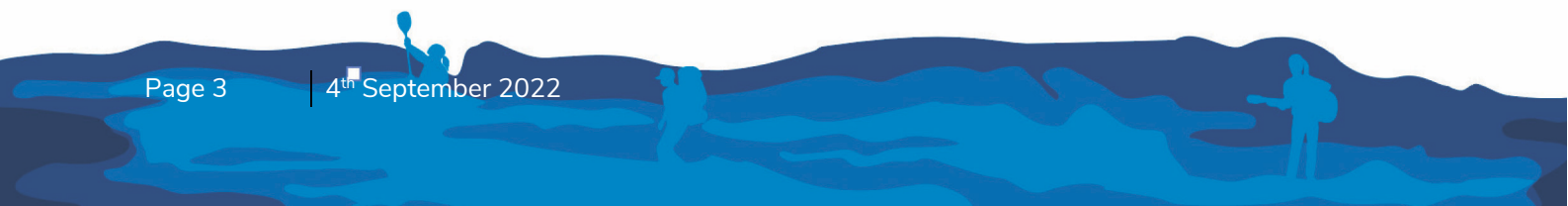
14. Attend as many performances as possible during the South Metro Showtime season, and participate in VIP hospitality during the term of the show;

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

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

17. Ensure that all members of the show who are over 18 have a valid “Working with Children Check”:

18. Any other duties as requested by and in support of the South Metro Showtime Executive Committee.



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**ATTITUDES SKILLS AND KNOWLEDGE**

**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 their teams to excel; and
4. Be respectful of all their team accepting individual differences as a resource
5. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting and Scout Safe principles

**Skills**

1. Be able to motivate, lead, communicate with and motivate adult leaders and work harmoniously to grow the program
2. Have planning, monitoring and delegation skills
3. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment
4. Maintain confidentiality
5. Understand and demonstrate the role and responsibilities of Producer – South Metro Showtime and have a commitment to that role

**Knowledge**

1. Have a sound knowledge and strong commitment to the aims, 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 attained Certificate of Advanced Adult Leadership (Leader of Adults) or
  - i. be prepared to attain Certificate of Proficiency within 12 months
  - ii. complete Certificate of Advanced Adult Leadership within 2 years

