



## JOB PROFILE

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<b>Position Title:</b>	Investment Manager
<b>Engagement Type:</b>	Contract, 2 years
<b>Salary:</b>	Competitive + 15.4% superannuation
<b>Department / Unit:</b>	Content & Operations / Narrative Content
<b>Reporting Line:</b>	Head of Production
<b>Location:</b>	Sydney or Melbourne

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**Position summary:** Under the direction of the Head of Production and working closely with the broader Content & Operations Department, this position will assess applications for funding and oversee a slate of funded projects across Screen Australia's Narrative Content Production and related programs and initiatives. The role will liaise with industry stakeholders to provide information and advice regarding applications, and work closely with applicants to ensure funded projects are successfully completed and delivered.

The role also may be required to represent Screen Australia at industry events both locally and internationally.

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### Core Accountabilities

Under the direction from the Head of Production, key responsibilities of the position will include:

- Prepare funding and initiative recommendation papers, participate in investment meetings and project recommendation meetings, and prepare reports for Board.
- Liaise with stakeholders, providing information and advice to assist with applications and projects.
- Assist with the planning and development of various workshops and initiatives from end to end, including attendance as required.
- Collaborate across Narrative Content and other Units to provide insights to Stakeholders and impact for Screen Australia programs and funding. Liaise with the Production Executive in relation to production budgets with regard to the script, production schedule and existing contracts and work closing on funded projects through to completion and release.

- Liaise with successful applicants to ensure that projects are executed and provide advice and feedback on creative and other related matters to maximise the success of the project, as appropriate and necessary.
  - Collaborate with the Development team on creative discussions and for creative insights in development, screenings, post-production and release and carry out assessment and related duties for the Development from time to time under the guidance of the Head of Development.
  - Work with the Head of Production and the broader Narrative Content team to monitor the ongoing development of the Department's programs, policies, processes, contributing ideas to create efficiencies and improve on current practices.
  - Keep abreast of developments and issues specific to the sector, and maintain an up-to-date overview of domestic and international trends and technologies.
  - Contribute to the promotion of Gender Equity and Diversity and Inclusion in the Screen Sector.
  - Other duties as required.
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## **Selection Criteria**

### **Qualifications and Experience**

- A strong track record in one or more aspects of developing, producing, directing, writing, distributing or bonding for narrative projects across feature film, television, or online/direct to audience/interactive narrative that demonstrates high levels of creative and commercial skills and knowledge, including the ability to give (non-prescriptive) comments on scripts and cuts. Demonstrable high-level knowledge and understanding of the Australian and international screen industry, the key players, practitioners and trends.
- Strong interest and experience in online/direct to audience/interactive in scripted narrative is encouraged.
- Knowledge of production budgets, recoupment structures and other financial matters related to production across feature, television and online/direct to audience/interactive.
- A strong understanding of audience trends and behaviours across direct to audience and buyer platforms, and ability to interpret the fast-moving audience and buyer landscape.
- Excellent creative judgment with a proven ability to evaluate ideas, scripts and cuts; and ability to assess the production and budget implications of projects.
- Proven ability to make impactful decisions outside of own personal taste, using sound judgment and facts to achieve successful and fair results and to explore the needs, concerns and position of applicants to progress the outcomes of funded projects.

- Excellent time management and organisational skills and demonstrable experience managing multiple projects simultaneously and delivering to deadlines.
  - Well-developed written and oral communication skills, combined with exceptional interpersonal skills that demonstrate the ability to represent Screen Australia to industry with diplomacy, sensitivity, confidentiality and tact as required.
  - Demonstrated experience in roles requiring high levels of analytical and problem-solving abilities.
  - Proven ability to actively contribute to, and participate in, maintaining a positive, collaborative team environment and workplace.
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## Behaviours

- Open communicator, shares thoughts and opinions with others
- Driven to achieve results
- Values collaboration and teamwork, and focusses on the achievement of team goals
- Establishes and maintains effective relationships with internal and external customers, and gains their trust and respect
- Creative approach to problems ability to 'think outside the square'
- Energy, enthusiasm and willingness to take on new challenges
- Seeks feedback, takes it on board and modifies approach
- Continually seeks to improve self and Screen Australia
- Shows personal courage and can take unpopular stands when appropriate
- Thrives on change and is able to make decisions without having the total picture
- High level of self-awareness and continually seeks to improve self
- Works collaboratively across the agency to achieve common goals