



JOB PROFILE

Position Title:	Development Executive
Engagement Type:	Contract, 2 years
Salary:	Executive level 1 – 2 (dependent on experience) + 15.4% super
Unit:	Development/ Content
Location:	Sydney
Immediate Manager:	Head of Development

Position summary: Working collaboratively with the broader Development and Production teams, this position will assess applications for Development funding and manage a slate of funded projects across Screen Australia's Development fund and related programs, and initiatives. The role will liaise with creative teams and talent to provide information and advice regarding applications, and work closely with applicants to ensure funded projects are successfully completed and delivered.

Core Accountabilities

The key responsibilities of the position will include:

- Working individually and with the team to assess applications and to make decisions on development funding and talent support.
- Prepare recommendation papers and participate in project recommendation meetings.
- Actively work to create professional and productive relationships with creative teams and talent, and other industry professionals during assessment, within creative discussions and when delivering decline results to applicants.
- Engage with successful creative teams and talent during development cycle 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.
- Contribute and be part of creative discussions in screenings and post-production to provide creative insights when required.
- Collaborate with the broader team to undertake analysis of production investment applications across any platform or format when required.

- Work with the Senior Development Executive and the broader team to monitor the ongoing development of programs, policies and processes, contributing ideas to improve on current practices and create efficiencies.
- Establish and maintain strong, effective and credible relationships with a wide cross section of industry, including other agencies, industry organisations and relevant key stakeholders.
- Keep abreast of developments and issues specific to the sector, and maintain an up-to-date overview of domestic and international industry trends, technologies, and financing models.
- Build and maintain collegiate and constructive working relationships with fellow team members and all colleagues across the organisation.
- Manage workshops and initiatives end to end when needed.
- Manage administrative, record keeping and financial reporting duties related to assessment and funding processes and other related operational procedures.
- Contribute to the maintenance of Screen Australia records including databases and paper files.
- The Development Executive may also be given the opportunity to work on Production Investment applications from time to time

Selection Criteria

Qualifications and Experience

- Demonstrated experience in a creative role and experience in story development across a range of projects of any genre (factual or scripted), platform or format, in the screen or broader arts industry that demonstrates a keen understanding of the fundamental principles of storytelling.
- Demonstrated knowledge and understanding of the Australian and International screen industry including key players, practitioners, upcoming talent and trends.
- Good creative judgment with a proven ability to evaluate ideas, scripts and other proposals with the ability to assess the production and budget implications of scripts and project proposals.
- Proven ability to make impactful and impartial decisions, using sound judgment and facts to achieve successful and fair results
- Excellent time management skill with experience managing multiple projects simultaneously and delivering to deadlines.

- Strong written and verbal communication skills combined with exceptional interpersonal skills that demonstrate the ability to represent Screen Australia to industry with diplomacy, sensitivity, confidentiality and tact.
- High levels of analytical and numerical ability, attention to detail as well as capability to manage own administrative tasks.
- Proven ability to actively contribute and maintain a positive, collaborative team environment and workplace.
- Experience in episodic storytelling development (broadcast, commissioning platform, online) is desirable. An understanding of financing and recoupment will also be of benefit.

Behaviours

- Open communicator, shares thoughts and opinions with others
- Driven to achieve results and focuses 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 and can 'think outside the square'
- Seeks feedback, takes it on board and modifies approach
- Continually seeks to improve self and Screen Australia
- Works collaboratively across the agency to achieve common goals