



POSITION DESCRIPTION

ROLE TITLE	Head of Industry Programs
REPORTS TO	CEO
TERM	Full-time fixed term contract 12 months (6 months probation)
DATE	September 2025

ORGANISATION OVERVIEW

Established in 1974, The Mercury (formerly the Media Resource Centre and Mercury CX) is an independent, non-profit member organisation governed by a board of directors. Located in the heart of Adelaide, The Mercury is a community-focused cinema and screen organisation, serving as a vibrant hub for both film lovers and filmmakers. We present a weekly screening program showcasing the best in local, national, and international cinema. Alongside public screenings, The Mercury also runs a film industry development program, supporting emerging filmmakers to build sustainable careers in South Australia's screen industry.

Key stakeholders include subscribers, patrons, the broader arts industry, screen guilds and key funders. We act as a bridging organisation that provides emerging screen makers with a pathway into a screen career and are home to a lifelong screen culture community. We have two cinemas: The Mercury (seating 186) and The Iris (seating 36). The organisation delivers high quality services and programs to members across in-house Exhibition Programs which include Silver Screen, Adelaide Cinematheque, Heaps Good Cinema, Cinemechanica and Cinemafantastique. We are also a venue for hire and host Special Screening Programs, Film Festivals, Conferences, and other private events.

PURPOSE AND RESPONSIBILITIES

The position reports to the CEO and works closely with The Mercury team to design and implement high-level screen industry development programs including production initiatives, industry events and professional career development activities aimed at emerging screen makers.

The incumbent will work with a broad range of internal and external stakeholders including key partner the South Australian Film Corporation (SAFC), and requires strategic planning skills, project/event management capabilities and strong administrative skills. The incumbent will seek new funding and partnership opportunities to grow the offering of screen industry development programs, working closely with the Head of Marketing and Business Development and CEO to identify and deliver against opportunities.



The ability to communicate with novice, emerging and early career screen makers, and to identify and nurture talent is essential to this role. The incumbent must be able to provide advice and guidance in terms of project development, production, and post-production of screen works at the early career stage, as well as career development opportunities and advice for getting starting in the screen industry.

The position will be responsible for the design and delivery of the:

- Quicksilver Production Fund
- Launch Lab (Career Development Workshop Program)
- Hamilton Health and Safety Fund
- Script Club, Script Consultations and use of the Shane Brennan Writer's Room
- South Australian Screen Awards (with SASA Producer and Head of Marketing and Business Development)
- Industry Development Resources
- Hanlon Larsen Screen Fellowship (legacy)
- Any other industry development and filmmaker support programs that are developed by The Mercury independently or with relevant partners.

The incumbent will be required to work closely with the Exhibition Manager to ensure that screening program and events provide networking and educational opportunities for emerging screen makers and are aligned with key partnerships as agreed.

The incumbent will manage departmental interns and volunteers.

VALUES AND BEHAVIOURS

Uphold the values of the organization: Creativity, Collaboration, Community, Accessibility, Communicative, Service-Oriented and Future-Focused.

- Actively seek to identify and implement improved systems and procedures.
- Maintain respectful and supportive relationships with staff and stakeholders.
- Contribute to a safe working environment, observing all workplace health and safety protocols and encouraging this amongst staff.
- Promote awareness of and compliance with anti-discrimination principles
- Contribute to the creation and implementation of the strategic plan.
- Participate in an annual performance review process.
- Demonstrate willingness to undertake relevant professional development.
- Act as a team player.

KEY DUTIES

Production Programs



- Assist grant applicants providing a mentoring service for production initiatives through consultations on all aspects of production from developing concepts, projects, materials, scripts and providing feedback on career pathways and industry engagement
- Prepare and solidify the Production Grant Agreement (PGA) in consultation with Producers and/or the CEO ensuring industry and industrial relations compliance and appropriate risk mitigation practices
- Ensure production execution is in accordance with funding requirements providing advice to facilitate the timely execution of productions in accordance with the PGA
- Oversee, review and provide feedback on the production or development of an initiative both on set and off set
- Manage invoice payments against initiatives and productions in accordance with key deliverables and draw down points in the PGA
- Prepare and update cost summary reports enabling accurate reporting and acquittals
- Provide guidance and mentoring for development initiatives through member consultations
- Increase engagement, reach and partnerships across industry to support industry growth and facilitate outcomes to benefit the SA industry
- Manage all production department activities ensuring optimal internal operational cohesion

Key Performance Indicators

- Program aligns with the requirements in the SAFC funding agreement where relevant
- Productions are delivered in accordance with PGA with clear accountabilities identified in funding agreements
- PGAs are compliant with existing legislation and industrial relations frameworks
- Accurate cost summary reports prepared
- Grant and funding recipients receive tailored, high-quality advice and inputs to a range of production and development initiatives
- Funding process is managed smoothly with correct information available in a timely manner
- Industry and professional development programs are successfully delivered in line with targets and to a high quality
- Accurate documentation, tracking systems and CRM are established and maintained providing transparency and accountability
- Keep the CEO abreast of any risks

Career Development Programs

- Design and manage The Mercury's Launch Lab program and other career development programs, workshops and special projects including delivering workshops



- Develop and implement a range of Industry Development initiatives including program structure, messaging, and presenter engagement and liaise with other departments to ensure scheduling, availability of venue and appropriate resourcing
- Work with the Mercury team to ensure the Writers' Room is booked and resourced with professional writers and provide script/production consultations as required
- Work with the Mercury team and SASA Producer to manage the submission process for the South Australian Screen Awards (SASAs) from development of guidelines, assessment, and eligibility criteria to assessing applications, appointing judges, and participating in the Gala Ceremony
- Liaise with marketing and communications ensuring accurate information is provided to promote and generate publicity which builds the Mercury Industry programs
- Develop, implement, and use systems and processes enabling key information to be extracted and tracked and appropriate record keeping is kept in relation to current work in progress and finished productions
- Develop key partnerships liaising with a range of stakeholders from members, grant/funding recipients, funding bodies, the broader industry and general public delivering high level service in line with our commitment to excellence
- Apply high level industry knowledge and expertise to identify strategic opportunities to benefit the industry and The Mercury

Key Performance Indicators

- Program aligns with the requirements in the SAFC funding agreement where relevant
- Programs are delivered in line with relevant funding partnerships and agreements
- High quality career development is delivered with tracking process implements to provide accurate reporting with key information easily reportable
- Marketing and vanue staff have information in a timely manner and are appropriately engaged to deliver

Work Health and Safety

- Take personal responsibility for complying with WHS policies and procedures
- Follow all reasonable work instructions, work procedures and practices to maintain the health and safety of yourself and others in the workplace
- Ensure any hazards and incidents are escalated to the General Manager for follow up
- Keep the workplace free from harassment and discrimination
- Ensure safety and ergonomics of your work area and model safe work practices
- Reinforce and influence safety behaviours in the workplace

Notwithstanding the above, other duties as reasonably directed.



ESSENTIAL CAPABILITIES REQUIRED

Business

- Demonstrated general commercial knowledge
- Ability to prepare and interpret financial and narrative reports
- Ability to cope with complex situations
- Ability to manage budgets and negotiate favourable deal terms
- Working knowledge and experience of the screen industry in a key creative role (writer/director/producer)

Communication

- High level written and verbal communication skills
- Well-developed attention to detail
- Ability to maintain positive relationships with staff and stakeholders
- Proven report writing skills
- Ability to speak publicly

Organizational

- Ability to initiate change and improvements
- Ability to manage projects in an efficient and timely manner
- Ability to meet deadlines and prioritise tasks
- Exercise judgement, discretion, and confidentiality at all times

Interpersonal

- Ability to lead, encourage & motivate others
- Willingness to take initiative, problem solve and work as a team player
- Ability to manage competing and demanding situations maintaining a calm and courteous manner
- Ability to identify and nurture talent

SPECIAL CONDITIONS

- Night and weekend work required from time-to-time
- Overtime will not be offered, and remuneration will reflect the need to occasionally work extra hours

Position Advertised: Monday 22 September 2025
Application Close: Monday 6 October 2025
Applicants advised of outcome: October 2025 for immediate start

Please forward a brief covering letter and resume to Sarah Lancaster, CEO sarah@themercury.org.au