

# Development Intelligence Lab.

## Position Description

Production Manager

August 2022

# Position Description | Production Manager

Approved 19 July 2022

## One | The Essentials.

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<b>Employment status:</b>	18-month contract, with potential for extension
<b>Reports to:</b>	Chief Executive Officer
<b>Part time/full time:</b>	0.8 FTE, with flexible hours suited to candidate
<b>Salary:</b>	\$75,000 - \$90,000 per annum (including superannuation)
<b>Location:</b>	Canberra   Office + home-based where required
<b>Supervision:</b>	Editorial Assistant & extensive collaboration with others
<b>How to apply:</b>	CV + Cover Letter to <a href="mailto:hello@devintelligencelab.com">hello@devintelligencelab.com</a> Applications accepted on a rolling basis until 16 August 2022
<b>Expected start:</b>	As soon as practical
<b>Our vibe in four words:</b>	Integrity   Clarity   Ambition   Insight

## Two | About Development Intelligence Lab.

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The Lab is a think tank working on development cooperation in the Indo-Pacific.

Our Vision is an Indo-Pacific where modern development cooperation is informed by inspired leadership, innovative ideas and robust debate. Our Mission is to inject modern development insights into Indo-Pacific leadership and strategy.

We curate, sense-make and elevate Indo-Pacific insights and deliver them to those who need them. Ultimately, we want to be the premier link between Indo-Pacific peace, development and security insights, and those in the tough business of making decisions that affect lives.

## Three | Position Overview.

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The primary purpose of this position is to lead publication and production activities of The Lab over the coming years. This includes a combination of internal production (for example, working with researchers to produce analytical digital products and reports) and our public platforms, such as the [Intel](#), our website, podcast and email distribution. Production will include external relations, design, project management and distribution of products, as well as strategic communications.

The Production Manager will report to the Chief Executive Officer and work closely with the internal team of researchers and our valued contractors, investors, and vendors.

As a member of a small team, the Production Manager will contribute to the internal operations, strategy and sustainability of the Lab and be a key leader of culture.

## Four | Position Responsibilities.

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### 1. **Production & management**

Lead the management and production of Lab product pipeline in collaboration with Lab staff. Practically, this could look like:

- Leading internal production meetings to ensure high quality, high impact and timely Lab analysis
- Coordinating contributions to, and publication of, the [Intel](#)
- Leading development and execution of podcast episodes on The Readout
- Leading production of Situation Room events
- Preparing impact analysis of Lab products and proposing future experiments, shifts, and pivots
- Running internal brainstorming
- Coordinating contributions to, and publication of, Develop (launching soon)
- Working with Lab analysts and researchers to ensure uptake of Lab insights

### 2. **External Relations**

Collaborate with the Lab's team to drive external relations and the strategy that sits behind it. Practically, this could look like:

- Coordinating social media for the Lab and our staff
- Working with our digital contractors to lead website updates and additions
- Coordinating and/or pitching media comment and reviewing op-ed drafts

### 3. **Finance, culture and sustainability**

Contribute to the future strategy, culture and sustainability of the Lab. Practically, this could look like:

- Financial management of Lab productions, in consultation with the CEO
- Contributing to long-term strategy discussions and leading where appropriate
- Forging new connections and opportunities for the Lab

## Five | Recipe for Success.

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At the Lab, we understand that high performance comes in all shapes and sizes. You should have a few of the following attributes:

- Digital production experience (audio, video, graphics)
- Communications nous and production experience (writing, editing, social media)

- The ability to develop external relations and/or communication strategies
- Lived experience working on Government policy, strategy or research communication
- The ability to bridge the research / policy maker divide
- A love of trying new things
- Attention to detail and high-quality synthesis skills
- A commitment to rethinking development cooperation
- Experience working in design-centred approaches

## Six | How to Apply.

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Email your CV and cover letter to [hello@devintelligencelab.com](mailto:hello@devintelligencelab.com). Applications will be accepted and interviewed on a rolling basis until 16 August 2022.

## Seven | Diversity and Inclusion.

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Development Intelligence Lab is proud to be an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws.

The Lab strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, religion, colour, national origin, ancestry, disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, pregnancy, age, sexual orientation, military or veteran status, citizenship or any other protected classification under applicable federal, state, or local laws.

In addition, the Lab complies with the relevant country laws governing employment non-discrimination in all our organisation.

If you need any assistance at all from us in the application process – including accessibility during the interview stage, let us know via the email below.

## Eight | Questions.

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Have any questions? Drop us a line at [hello@devintelligencelab.com](mailto:hello@devintelligencelab.com).