

## Associate Producer

**Position Profile**

The Associate Producer is a new position that will play a vital role in supporting and developing Canberra Youth Theatre's artistic program.

In this role, you will be responsible for coordinating the delivery of our productions and creative developments of new works. This includes programming, scheduling, budgeting, securing new partnerships, liaising with artists and venues.

The Associate Producer will be skilled at logistics, contracting, budgeting, scheduling, and stakeholder management, possess excellent communication and time management skills, and be passionate about realising artists' creative vision.

The successful candidate will be a collaborative and committed company member who will provide producing support to the Artistic Director & CEO to ensure the successful delivery of our artistic program.

This role provides a unique opportunity for an early-career producer or a stage/production manager wanting to shift into arts administration to support the growth and development of Canberra Youth Theatre.

---

**Position Title**

Associate Producer

**Reports to**

Artistic Director &amp; CEO

**Key Internal Relationships**

Artistic Director &amp; CEO, Business Manager, Marketing and Engagement Manager, Workshops Manager.

**Key External Relationships**

- Young people and their families
- Creative personnel (directors, designers)
- Technical staff
- Agents
- Venues and artistic partners
- Ainslie and Gorman Arts Centres
- Other contractors and suppliers
- Sponsors and funders
- Performing arts industry colleagues

**Position type**

Part-time (0.4 FTE) 2 days per week (30 hours per fortnight). Flexible hours depending on production schedule requirements.

**Contract Term**

Two year fixed term contract with potential for extension  
Three month probationary period

<b>Salary</b>	\$22,000 (\$55,000 pro-rata) including standard leave entitlements, plus superannuation.
<b>Start Date</b>	Monday 10 January 2022
<b>Location</b>	Gorman Arts Centre - Batman Street, Braddon, ACT
<b>Special Conditions</b>	Due to the nature of this role, this position may require additional hours and work outside of normal office hours in peak periods, especially during productions, compensated with time off in lieu. This job description may change from time to time with due consultation to meet the changing needs of the company.
<b>Applications due</b>	Monday 6 December 2021 at 9am
	This is a re-advertised role. Applicants who have already applied in November 2021 do not need to re-apply.

---

## Key Duties and Responsibilities

- Assist the Artistic Director & CEO to manage the development and implementation of Canberra Youth Theatre's artistic program, including productions, commissioned works, creative developments, new work presentations and other performances.
- Assist with the scheduling of projects within the artistic program, including booking rehearsal space and liaising with performance venues.
- Seek out sponsorship opportunities to support productions, and assist in applying for and acquitting grants, particularly for the development of new works.
- Be the key liaison with contracted professional artists, young participants and their parents/guardians.
- Draft and manage a variety of contracts and agreements, including young artists, creative personnel, and venue hire contracts, in consultation with and on behalf of the Artistic Director & CEO.
- Coordinate auditions for productions, assist with the administrative process of casting, and organise attendance of young artists at rehearsals.
- Manage the planning, creation and delivery of all production requirements. Be responsible for the creation of rehearsal and production schedules, and manage key meetings relating to the timely delivery of all production needs, including design and production meetings.
- Manage production budgets and ensure all projects are delivered within budget.
- Support creative teams to realise production concepts, designs, and provide leadership during pre-production, rehearsal and production week. Supervise bump-in and tech weeks. Note that this will require a full-time week at least 4 times a year (time provided in-lieu).
- Ensure that all WH&S legislation, policies, procedures and work practices are implemented and adhered to, including COVID-19 mitigation, and conduct risk assessments for productions and events.
- Prepare reports to satisfy any acquittal needs of projects, and ensure all productions are adequately documented.

- Work with the Marketing and Engagement Manager to identify and create targeted messaging and engaging communications for the company's productions.
  - Assist with identifying new opportunities for the company in the areas of creative development, community engagement, funding and performance.
  - Assist in the mentorship, training and development of emerging artists.
  - Attend regular operational and staff meetings.
  - Assist staff with other tasks that may arise from day to day.
- 

## **Selection Criteria**

*Please address the following. Your responses should provide at least one example that demonstrates the necessary experience:*

- Demonstrated experience producing cultural events and activities: the ideal candidate will have experience in independent theatre, company management or arts administration, preferably in a producing or programming role
  - Experience within a project management and delivery role, and demonstrated ability to manage projects involving multiple deadlines, budgets, contracts and stakeholders, with a strong attention to detail.
  - An understanding of the creative process and realising an artistic vision, relevant awards and best practice in theatre production.
  - High-level oral, written and interpersonal communication skills, including the ability to build positive working relationships and influence outcomes in a constructive and professional manner.
  - Knowledge, commitment and appropriate application of Work Health and Safety policy and procedures.
  - Experience in working collaboratively with artists, community members and/or young people.
  - Knowledge, interest and passion for the performing arts.
- 

### **Work Requirements**

Canberra Youth Theatre is a child-safe organisation and committed to the safety and wellbeing of all young people accessing our programs. The successful applicant will be required to obtain and maintain the following:

- a current Working With Vulnerable People registration
  - a current First Aid Certificate.
- 

### **How To Apply**

Applicants should submit the following as one single PDF document:

- A written application (no more than 2 pages) addressing the Selection Criteria above
- A current CV
- Contact details of 2 referees.

Applications should be emailed with Associate Producer in the subject line by Monday 6 December 2021 at 9am to [luke@canberrayouththeatre.com.au](mailto:luke@canberrayouththeatre.com.au)

If you would like to discuss the position in more detail, please contact Luke Rogers by email on [luke@canberrayouththeatre.com.au](mailto:luke@canberrayouththeatre.com.au)

---

**Additional  
Information**

Canberra Youth Theatre is an inclusive organisation, committed to providing a platform for diverse voices across all levels of our organisation. We strongly encourage applications from First Nations people, those who are culturally and linguistically diverse, people of all abilities, and people from LGBTQIA+ communities.

---

**Company  
Information**

Canberra Youth Theatre is one of the leading youth arts companies in Australia, celebrating our 50th anniversary in 2022.

We create opportunities for young people to collaborate, develop their artistic skills and create pathways to the professional arts sector. We advocate for and amplify the voices of young people, providing a space for them to discover and express their creative selves. We produce powerful theatre where young artists ignite urgent conversations, challenge the forces that shape them, and invite us to see the world from new perspectives.

Canberra Youth Theatre is the voice of youth expressed through intelligent and challenging theatre.

**[www.canberrayouththeatre.com.au](http://www.canberrayouththeatre.com.au)**

