

QUEENSLAND THEATRE

Position Description

Assistant Producer

Position context

Queensland Theatre has more than 50 years of proud history creating an extensive repertoire of classic, contemporary, international and Australian theatrical works. Our mission is to connect people and ideas through compelling theatre experiences that inspire, entertain and challenge. At the heart of this mission is our team who are driven by a passion for the work we do and their positive spirit.

Our work is carried out in line with our Queensland Theatre values of Positive Spirit, Everyone Belongs, Creating Magic and Stronger Together.

The Assistant Producer is a member of the Programming team that contributes to the development, delivery and management of Queensland Theatre's artistic programs.

Role purpose

The Assistant Producer is responsible for providing administrative support to the Programming team and throughout the creative/production process to ensure our programming and creative teams are well supported and our productions and artistic initiatives are delivered to high standards. While providing general administrative and logistic support to the Producers in the Programming team, this position also plays a key role in supporting the delivery of the Queensland Premier's Drama Award, our Artist Development programs and has specific responsibilities across our Season program (for example APRA licensing).

Reporting relationship

The position reports to the Senior Producer (Programming).

Key responsibilities

- Undertake administrative and coordination tasks as required to support the Programming team.
- Prepare artist and creative contracts for review by Senior Producer (Programming).
- Coordinate artists engagement with Queensland Theatre after casting, liaising with agents regarding payroll and contract details.
- Assist Producers in providing timely and accurate information.
- Coordinate and project manage activities and process related to the delivery of the Queensland Premier's Drama Award.
- Coordinate Queensland Theatre engagements with supported independent companies and manage communication between teams related to these projects.
- Coordination of APRA licensing including seeking relevant approvals for literary and artistic copyright content to be used in Queensland Theatre productions (APRA/AV content etc).
- Assist the Education and Youth team with artist contracts, and APRA licensing, as required.
- Prepare and maintain welcome materials and handbooks for visiting artistic workers.

- Support artist care initiatives as they relate to programming activities (including catering, making medical appointment for artists (if required), gifts, Chookas to specific theatre companies etc.).
- Act as a point of contact within the team for queries and administrative needs for artists.
- Prepare and generate required data/reports and maintain information for required programs, team and Board reports.
- Book and prepare rooms and facilities and technology support for meetings, production rehearsals and events.
- Organise travel and accommodation for all artists and creatives that meet agreed requirements and budget parameters.
- Coordinate events and functions with relevant departments.
- Create and update (Tessitura) database information/records and contact lists.
- Create and revise administrative tools (e.g. forms, templates, internal systems).
- Process team invoices ensuring accuracy against agreed activities and quotations, and seek appropriate approvals .
- Manage team enquiries including script submissions and audition/casting.
- Attend Queensland Theatre and team events, first previews, Opening Nights and final performances.

Perform other duties as required to meet Programming team and organisational needs. Reflect Queensland Theatre values in the way work is performed.

Selection criteria

- At least 3 years' experience in an administrative support or producing assistant role, preferably in arts administration.
- Demonstrated strong administrative skills, with high attention to detail.
- Well-developed communication skills with the ability to effectively communicate information to relevant internal and external stakeholders in a variety of forms.
- Strong organisational skills and the ability to collaborate and achieve results.
- High level of computer literacy/proficiency skills in software programs such as MS Office (Word, Excel and Powerpoint).

Desirable attributes

- Proactive with excellent problem solving skills.
- Strong communicator with ability to work with a diverse range of people.
- Strong time management skills and ability to multi-task and prioritise workloads.
- Organisational and scheduling capabilities and an excellent eye for detail.
- Flexible mindset with the ability to juggle multiple competing work priorities.
- Ability to work effectively as a team player as well as independently.
- Resourcefulness to find required information.
- Demonstrate enthusiasm for theatre.

Work hours

This is a full-time position. From time to time, some reasonable additional hours may be required given the nature of the position and its responsibilities to fulfil the requirements of the role.

Queensland Theatre is committed to a workplace that is safe, positive, flexible and diverse and supports access to working flexibly in order to support our people to find the right balance

between work and other responsibilities and interests. There may be potential for some occasional flexible work arrangement (eg work from home) to be agreed while taking into account business needs.

HOW TO APPLY

If you are interested in this opportunity, please submit a written application which includes the following:-

1. a cover letter outlining your suitability for the role and interest in working at Queensland Theatre;
2. a resume / curriculum vitae
3. a response (maximum 2 pages) to the selection criteria outlined in the position description.

Please address application to HR Manager, Queensland Theatre, and email to employment@queenslandtheatre.com.au by Monday, **14 October 2024**.

Please combine your application into a single PDF or Word document.

Queensland Theatre is an employer that embraces diversity, equity and inclusion in the workplace, with a commitment to fostering an environment where all differences are valued and respected. We promote a culture of opportunity and encourage Indigenous Australians and people from a range of cultural and linguistic backgrounds to apply.