

Position Description

Position title:	Director of Programming
Team:	Programming
Reports to:	Chief Executive
Direct reports:	3
Key relationships:	<p>External: Arts and culture sector, Producing and Presenting partners, Performing arts companies.</p> <p>Internal: Programming team, Artistic team, Production and Technical team, Business Growth and Development team</p>

About Us

Queensland Theatre exists for the love of Theatre.

We love theatre that takes us to faraway places and returns us to everyday life – a little bit different or, maybe a lot changed.

Our goals enable us to achieve our purpose — to connect people and ideas through compelling theatre experiences that inspire, entertain and challenge.

Our Vision: Exceptional theatre experiences that shape the national imagination and enrich the life of our community.

Our Purpose: Connecting people and ideas through theatre experiences that inspire, entertain and challenge.

Our Values:

Queensland Theatre is an employer that embraces diversity, equity and inclusion in the workplace, with a commitment to fostering an environment where all differences and values are respected.

POSITIVE SPIRIT: Our passion for the performing arts drives our positive spirit and means we think and act with energy and curiosity in the best interests of the Company.

EVERYONE BELONGS: We show respect by embracing diversity and actively fostering an inclusive environment where everyone feels valued and inspired to contribute.

CREATING MAGIC: We approach our work courageously and creatively, striving to bring out the best in everyone and everything we do.

STRONGER TOGETHER: We work as one team, collaborating and taking joint responsibility to achieve our vision.

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Position overview

Reporting to the Chief Executive, and working closely with the Artistic Director, the Director of Programming plays a crucial role for Queensland Theatre, with responsibility for the delivery of Queensland Theatre’s artistic program. This role involves identifying opportunities for creative collaborations and co-productions, identifying talent and product and has a strong focus on delivering both commercial and artistic outcomes for Queensland Theatre.

Our teams act as a business partner to assist with our customer first approach.

Key accountabilities

People and culture

- Build and lead a high-performing team, fostering a positive and productive work environment.
- Recruit, onboard, and develop employees, ensuring they have the skills and knowledge to succeed.
- Conduct performance reviews and provide constructive feedback.
- Ensure succession planning aligned with talent development initiatives is implemented to enable the long-term growth of Queensland Theatre.
- Be committed to and understand the benefits of creating a diverse and inclusive workforce.
- Promote a culture of safety and compliance.
- Embrace and live Queensland Theatres values.

Financial / strategic

- Develop strategies to attract and retain a diverse audience base, including building relationships with community partners and implementing audience engagement initiatives.
- Proactively contribute to the development of strategic and annual business plans, based on sector trends, regional, national and international audience trends
- Proactively contribute to the development of commercial and creative partnerships at a regional, national level and effectively manage the programming budget and ensure that productions are produced within budget constraints.
- Identify funding and financial partnership opportunities for the delivery of the artistic program and take the lead on funding applications as required.
- Regularly report to the Chief Executive and Director of Finance about any projected variance to program budgets and recommend strategies to contain expenditure.
- Develop and maintain statistical and analytical reporting required for all projects, develop and implement continuous improvement measures to drive efficiencies across the organisation.

Operational / programming

- Provide strategic input and advice to the Artistic Director on the development of curatorial and programming frameworks and seasons.
- Proactively lead the producing pipeline and all aspects of artistic delivery of the artistic program including productions, creative developments, regional engagement/touring and other initiatives.
- Negotiate co-producing, commercial and artist contracts.

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- As part of Executive Leadership Team, develop and manage production and project budgets in line with organisational requirements.
- Lead the casting of all productions, creative developments and other artistic programs.
- Ensure compliance with relevant industrial relations laws, regulations and agreements.
- Support the development of new works and emerging artists through commissioning, co-productions, and other initiatives.

Customer service

- Foster strong relationships with artists, directors, designers, and other creative professionals to assemble high-quality productions.
- Develop strong working relationships with regional Queensland stakeholders and national presenters and responsibility for producing regional and national tours.
- Represent Queensland Theatre at industry events and conferences, building relationships with other arts organisations and stakeholders.
- Act as an ambassador to all external stakeholders.
- Be an internal point of contact for Programming and artistic enquiries.

Work health and safety

Take responsibilities on behalf of the organisation, but must also comply with requirements as workers, including:

- Ensure adherence to WHS policies and procedures
- Maintain relevant knowledge of WHS issues
- Act as a role model by demonstrating safe work behaviours.

Qualifications, skills and experience

Essential:

- Tertiary qualifications in arts management, or a related field or significant relevant experience.
- Proven ability to manage, motivate and develop a team.
- Proven strategic agility.
- Proven track record in programming and producing theatre productions.
- Strong understanding of the contemporary theatre landscape and emerging trends.
- Provide excellent artistic judgment and ability to identify and develop talent.
- Excellent communication and interpersonal skills.
- Ability to work under pressure.
- Organised and good project management skills.
- Strong drive and work ethic and ability to meet deadlines.

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Desired:

- Experience working in a professional theatre company in a leadership role.
- Knowledge of the local theatre scene and community.
- A keen interest in national and international theatre trends.
- A strong network of contacts within the arts industry.

Acknowledgement

Hours of work

Due to the nature of the role and the sector we operate in, you acknowledge and agree that, from time to time, the employer or a customer / client may contact or attempt to contact you outside of your working hours and you agree:

- (a) *that such contact or attempted contact is reasonable, and*
(b) *to not unreasonably refuse to monitor, read or respond to such contact or attempted contact.*

HOW TO APPLY

If you are interested in this opportunity, please submit a written application which should include:-

1. a cover letter outlining your suitability for the role and interest in working at Queensland Theatre;
2. a resume / curriculum vitae

For more information or for a confidential discussion, please contact Criena Gehrke, Chief Executive on cgehrke@queenslandtheatre.com.au

Please address application to HR Manager, Queensland Theatre, and email to employment@queenslandtheatre.com.au

by Friday, 13 December 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 for Queensland Theatre roles.

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