

# QUEENSLAND THEATRE CO.

## Position Description

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| Position:          | Senior Producer (Mainstage)   |
| Team:              | Programming   |
| Reports to:        | Director of Programming   |
| Direct reports:    | One   |
| Key relationships: | Programming team, Technical and Production team, Business Growth and Development team, Finance and Operations team, Artists and Creatives |

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## About Us

Queensland Theatre Company has a proud history creating an extensive repertoire of classic, contemporary, international and Australian theatrical works.

Queensland Theatre Company exists for the love of theatre. We love theatre that takes us to faraway places and returns us to everyday life.

Our strategic goals enable us to achieve our purpose — to connect people and ideas through 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 Company is an employer that embraces diversity and inclusion in the workplace, with a commitment to fostering an environment where all differences and values are respected. Our work is carried out in line with our Queensland Theatre values of Positive Spirit, Everyone Belongs, Creating Magic and Stronger Together.

**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

The Senior Producer (Mainstage) is a member of the Programming team responsible for the delivery of Queensland Theatre Company's annual artistic program which includes the annual season of productions, First Nations theatre program, education and young people programs and development of new works. The Programming team works closely with the Artistic Executive (Artistic Director, Head of First Nations Theatre, Head of Education and Young People, Head of Artistic Development) who are responsible for the curation of the annual program.

The role is responsible for overseeing the production process from initial concept to final performance. This position requires a strong understanding of theatre production, financial management, and project management.

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

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## Key accountabilities

### Key responsibilities

- Produce several mainstage productions each year, collaborating with the Artistic Director and production Director on casting and creatives teams.
- Prepare identified funding applications for special projects and contribute to the acquittal process of applications.
- With oversight of the Director of Programming, prepare artist and creative contracts in accordance with industry standards and any negotiated terms.
- Prepare and conduct artist inductions for each selected production ensuring that employer and employee obligations are covered.
- Act as the key liaison person between internal departments in the day-to-day management and coordination of artists and rehearsal schedules.
- Attend and contribute to programming and production meetings and read scripts under discussion.
- Coordinate with internal departments, including creative, technical, and administrative teams, to ensure that all aspects of programming and production requirements are aligned.
- Establish strong relationships and with a broad range of artists and creatives associated with Queensland Theatre Company and its productions.
- Support the general artistic programs of the Company by regular attendance at mainstage, education and other programming events.
- Maintain knowledge of the current performing arts climate by attending productions by other companies and independent theatre-makers.
- Coordination of remounts, transfers and tours of Queensland Theatre Company productions from time to time.

## People and culture

- Contribute to a high-performing team, fostering a positive and productive work environment.
- Be committed to and understand the benefits of creating a diverse and inclusive workforce.
- Contribute to a culture of safety and compliance.
- Embrace and live Queensland Theatre Company's values.

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## Financial

- Create and manage detailed production budgets, tracking expenditures and ensuring adherence to allocated resources including identifying potential cost-saving opportunities while maintaining production quality.
- Oversee contracts and payments for artists, crew, and vendors, ensuring compliance with budget constraints and Queensland Theatre Company's financial policies.
- In collaboration with the Director of Programming, identify and pursue funding opportunities where appropriate including engaging with the Business Growth and Development team to attract financial support for productions.

## Reporting

- Prepare regular reports on project status, budgets, and timelines for senior management and stakeholders and communicate any issues, delays, or budgetary adjustments.
- Collect and analyse data on audience engagement, attendance, and feedback to assess the impact of productions, using insights to inform future programming and production strategies.
- Lead post-production debrief sessions to gather feedback from artists, production teams, and audiences. Compile comprehensive reports to document successes, challenges, and recommendations for improvement.

## Operational/Artistic

### *Production oversight*

- Oversee all aspects of the production process, including budgeting, scheduling, casting, and technical rehearsals.
- Collaborate with artistic directors, designers, and directors to develop and implement production plans.
- Manage production budgets and ensure financial accountability.
- Negotiate contracts with artists, designers, and technicians.

### *Marketing and publicity*

- Work with the marketing team to coordinate the creation of marketing assets and schedule as required
- Review and provide input into the creation of promotional materials, such as press releases, posters, and digital content.

## Risk management

- Identify and mitigate potential risks throughout the production process.
- Work with the Director of Programming to develop and implement contingency plans.

## Customer service

- Manage internal and external queries in a professional manner
- Maintain strong working relationships with internal and external stakeholders
- Communicate with customers and clients about billing discrepancies, irregularities and questions.

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## Work health and safety

- Ensure adherence to work health and safety policies and procedures to ensure safe services and practice in the workplace.
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.
- Comply with reasonable instructions that are provided for the safety of you and others at the workplace.

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## Qualifications, skills and experience

### Essential:

- Minimum 5 years' experience in theatre or event producing, with a strong understanding of all aspects of the production process.
- Proven leadership skills, with the ability to motivate and inspire a team.
- Strong organisational skills with the ability to juggle competing priorities and deadlines.
- Strong financial acumen and the ability to manage budgets effectively.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills with an ability to engage with diverse stakeholders.
- Ability to work independently and as part of a team.
- Ability to work flexible hours.

### Desired:

- Relevant qualifications in drama/theatre studies or related discipline.
- Experience with project management software Airtable.
- Experience in grant writing and acquitting.
- Experience producing theatre productions from project inception to Closing Night.
- Experience developing and delivering arts tours.
- Flexible mindset with the ability to juggle multiple competing work priorities.
- Resourcefulness to find required information.
- Demonstrate enthusiasm for theatre.

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## 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 (e.g. work from home) to be agreed while taking into account business needs.

*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.*

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## HOW TO APPLY

If you are interested in this opportunity, please read the position description and submit a written application which should include:-

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

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

**Please address application to HR Manager, Queensland Theatre, and email to [employment@queenslandtheatre.com.au](mailto:employment@queenslandtheatre.com.au) by Tuesday, 25 November 2025.**