

QUEENSLAND THEATRE CO.

Position Description

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| Position: | Senior Producer – Outreach and Young People |
| 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, external suppliers, young people, parents and teachers |

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- Outreach and Young People is a member of the Programming team responsible for the delivery of the Queensland Theatre Company's 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 Senior Producer -Outreach and Young People works with the Director of Programming and Head of Education and Young People to design and deliver programs with a focus on outreach, touring and children and young people. Responsibilities include day to day coordination of programs, administrative and contracting activities and ensuring outstanding customer service for families and young people.

From time to time, the Senior Producer – Outreach and Young People, may assist with workflow and delivery across the broader Artistic Program. This role will include some travel.

Key accountabilities

Key responsibilities

- Lead the Producing and project management of key artistic engagement projects for the Company that attract participation of young people and regional audiences with Queensland Theatre Company, including The Scene Project, Young Company, Theatre Residency Week and Young Playwright initiatives.
- Lead the development and coordination of various regional tours for the Company, with a main focus being The Scene Project.
- Work with and manage the Youth Program Coordinator to deliver Young Company, Theatre Residency Week and Young Playwright initiatives.
- 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 or project 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 all 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 QTC productions from time to time.
- Work with the Head of Education and Young People, to plan and schedule the roll out of communications to schools, educators, venues and Teaching Artists in relation to The Scene Project and other offerings. Develop and deliver electronic communications suitable for regional, remote and metropolitan schools.
- Working across the department, design, develop and deliver Teaching Artist training program to align with recruitment and training of emerging Teaching Artists for Queensland Theatre Company programs.

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- Ensure appropriate policies and practices are implemented and communicated across the business to ensure safe work and engagement with young people.
- Attend Queensland Theatre and team events, first previews, Opening Nights and final performances.

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.

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 the scheduling of marketing materials as required.
- Review and provide input into the creation of promotional materials, such as press releases, posters, and digital content.

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Risk management

- Identify and mitigate potential risks throughout the production/project delivery process.
- Work with advisors to develop safeguarding, risk assessment and advisory documents.
- 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.
- Cultivate and maintain strong working relationships with internal and external stakeholders including young people and their families, artists, teaching artists and project partners.

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.

Qualifications, skills and experience

Mandatory requirement

A Queensland Blue Card (working with children check) is required for this role.

Essential:

- Minimum 5 years' experience working as a producer in the arts.
- Demonstrated experience working with young people.
- Demonstrated strong administrative and project management 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.
- Experience in managing complex projects and teams of diverse people.
- High level of computer literacy/proficiency skills in software programs such as MS Office (Word, Excel and PowerPoint).
- Ability to work effectively as a team player as well as independently.

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.

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 by Wednesday, 26 November 2025.

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.