

Position Description

Position:	Producer (First Nations Theatre)
Team:	Programming / First Nations Theatre
Reports to:	Director of Programming through to the Head of First Nations Theatre
Direct reports:	No
Key relationships:	Programming Team, artists and creatives, external stakeholders including government, donors, corporate partners, Indigenous Reference Group

About Us

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

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 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.

Position overview

Queensland Theatre has a strategic commitment to the development of a distinct, self-determined First Nations Theatre Program through the establishment of a First Nations Theatre Unit that leads the development of First Nations creative practice and a First Nations theatre program, building creative capacity and pathways for First Nations storytellers, artists and creatives through meaningful opportunities and experiences.

The Producer (First Nations Theatre) is a member of the First Nations Theatre team and will work with the Head of First Nations Theatre in the delivery of a First Nations artistic program, supporting leadership in First Nations creative practice and programming. The role requires someone with:

- an understanding of the lifecycle of work and how stories move from idea to play and from development through to production; and
- strong relationships in the performing arts industry who is passionate about First Nations voices and stories on stage.

This is an identified First Nations position. Queensland Theatre considers that being Aboriginal or Torres Strait Islander is a genuine occupational requirement for this position.

Key accountabilities

Producing

- Working with the Director of Programming and Head of First Nations Theatre, provide producing support for First Nations artistic works and activities by coordinating the planning and delivery of selected projects, facilitating the relationship between the artists and the wider Queensland Theatre team.
- Work with the Head of First Nations Theatre to cultivate and sustain external relationships with First Nations artists and arts organisations as well as collaborate with Aboriginal and Torres Strait Islander organisations (artistic and community) to build engagement with Queensland Theatre and to develop a pipeline of First Nations stories and works for presentation in a range of places and spaces, that meets the artistic objectives of the First Nations Theatre program.
- Provide administrative and project support for artist and creative engagement including tasks such as drafting contracts.
- Communicate clearly and effectively with artists and partners, recognising diverse needs and expectations.
- Liaise with artists and agents about artist availability and needs in relation to First Nations works and tailor producing approach according to these needs.
- Act as the liaison person between internal teams in the day-to-day management and coordination of First Nations artists and any rehearsal or production schedules.
- Coordinate with all internal teams, including creative, technical, and administrative teams, to ensure that all aspects of programming and production requirements are aligned and delivered safely.
- Attend and contribute to programming and production meetings and read scripts under discussion as required.
- Ensure activities relevant to the work of the First Nations Theatre team and producing activities are monitored and controlled within set budget parameters.
- Support the general artistic programs of the Company by attendance at mainstage, education and other events where required.
- Ensure compliance with relevant industrial laws, regulations and agreements.

Relationships/engagement

Facilitate engagement with the First Nations artistic community

- Work with the Head of First Nations Theatre to build an engaged network of First Nations artists and theatre workers from local, regional and national First Nations communities through liaison and collaboration, to help guide, inform and support priorities and activities and the development of strong and effective partnerships.
- Support opportunities for artists to connect with the Artistic Director, Head of First Nations Theatre and other Company staff.
- Develop and maintain a database of First Nations artists and community members.

Enable and support the development and safety of First Nations artists and Company cultural awareness and appropriateness.

- Where required, support the Company to facilitate the cultural appropriateness/safety of activities to ensure the safety of First Nations employees, artists and arts workers.

Sector development and advocacy

- Develop positive, productive creative relationships and collaborations with artists, companies and the broader arts community/sector.
- Represent Queensland Theatre as required at industry networks and forums.
- Be a strong and effective advocate for Queensland Theatre's work and the theatre artform to the arts industry and wider community.
- Champion the vital role of First Nations arts and culture and creative practice.

Reporting

- Facilitate and manage grant acquittals and reporting through the SmartyGrants portal.
- Provide reports and regular updates on key initiatives and opportunities as required.
- Ensure (Tessitura) database records relevant to First Nations activities are created and maintained.

People and culture

- Contribute to the ongoing development of a positive and productive work environment.
- 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.

Workplace health and safety

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

Perform other duties commensurate with skills, experience and capabilities as required to meet team and organisational needs.

Qualifications, skills and experience

Essential:

- At least 3 years' experience in a First Nations producing role, with a broad understanding of contemporary Aboriginal and Torres Strait Islander arts practices and a commitment to making a positive impact in the Indigenous arts community.
- Knowledge and understanding of, and a connection with, the broad First Nations artistic community with an ability to foster effective relationships.
- Excellent communication and interpersonal skills with an ability to engage effectively with stakeholders at different levels.
- Strong organisational skills with the ability to juggle competing priorities and deadlines.
- Collaborative and flexible working style with the ability to work effectively as a team player as well as independently, in a hands-on capacity.
- Excellent analytical and problem-solving skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Other attributes:

- Experience in the Arts or associated sector.
- Positive attitude, self-directed with an ability to collaborate to achieve results.
- Strong attention to detail and accuracy.
- Resourcefulness to find required information.

Work hours

This is a full-time position. From time to time, given the nature of the position and production schedules, some additional hours of work including at performances/season productions and in evenings, is required to fulfil the requirements of the role.

Work location

This role can be based at Queensland Theatre office, 78 Montague Road, South Brisbane or in Cairns.

Queensland Theatre is committed to fostering an environment where all differences are valued and respected. We promote a culture of opportunity and encourage people from a range of cultural and backgrounds to apply for Queensland Theatre roles.

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, interest in working at Queensland Theatre and your skills and experience;
- 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 Monday, 8 September 2025.