**THEATRE NETWORK AUSTRALIA**

**Program Producer Contract – Position Description**

Theatre Network Australia is seeking a Program Producer to join our team on a part-time (0.6EFT), contract basis, for six months, from mid April to mid October 2017. The days and hours are by negotiation. The salary range is $65,000 - $68,000 pro-rata, plus annual leave and all statutory benefits. The role includes some out of hours work, on our events and projects. While this is an office-based role, we offer a highly flexible and supportive workplace.

**Background**

Theatre Network Australia is the leading Australian service organisation for the professional, small to medium and independent performing arts industry, with a dedicated Victorian program. We run professional development forums, including the biennial [Australian Theatre Forum](http://www.australiantheatreforum.com.au/), workshops on current issues for the sector including sustainability, touring, diversity in theatre, Indigenous theatre, women in theatre and interconnections, and we provide information and resources through our popular e-news and the online resource library. More information is available at: [www.tnv.net.au](http://www.tnv.net.au)

**Role**

To work with the Executive Director, General Manager, Communications Coordinator and other staff on producing our Victorian Theatre Forum and other Victorian events, and working as a part of the team on the Australian Theatre Forum (3-5 October, Adelaide). To maintain excellent communications with our funding bodies, members, subscribers, delegates, and other stakeholders. To ensure the smooth and happy functioning of the office.

**Key Tasks**

*Production and Event Management:*

* Produce and manage the Victorian Theatre Forum, including preparing the event budget, programming the event in collaboration with the Executive Director, liaising with the venues, artists, speakers and delegates, and monitoring income and expenses in collaboration with other TNA staff;
* Produce and manage other workshops, forums and events in collaboration with other TNA employees, including being part of the team for the Australian Theatre Forum; including overseeing registration processes.
* Undertake the necessary marketing and documentation required for the events, in collaboration with other staff.
* Some limited interstate and regional travel will be required.

*Stakeholder Management and Development*

* While the core budgets and funds are in place, seek additional funds such as in-kind support and private support to extend the project budgets, in partnership with Executive Director.
* Liaise with existing and new partners and funding bodies with regard to interim reports, VIP invitations, sponsor signage and acknowledgment, and evaluation and acquittals.
* Be the key contact person for the VTF and ATF delegates, collect and maintain their data and information in our new CRM database (HighRise), and ensure their access needs are met. Ensure that TNA members are particularly well looked after.

*Governance, Administration and Office Management:*

* Attend and participate in the Board meetings, take minutes and liaise with Board members where required.
* Undertake general office management in collaboration with the other staff: purchase stationery, purchase staff amenities, liaise with Arts Access Victoria staff.
* Receive visitors, answer telephone, as required.

**Selection Criteria**

1. Prior experience in the professional performing arts is essential.
2. Prior experience in producing and event management is essential.
3. Exceptional written and verbal communication skills are vital for this role.
4. Development and stakeholder management experience is highly desirable.
5. An understanding of the Victorian and/or national performing arts sector/s is highly desirable.
6. An understanding of Theatre Network Australia’s role in the sector is highly desirable– more information is available on our website.

Please send an email to [nicole@tnv.net.au](mailto:nicole@tnv.net.au) with a cover letter addressing the Selection Criteria (2 pages Maximum), and an up to date CV. Applications close Friday 7 April, 2017.

**TNA’s Employment Policy**

- We value the rich contributions to the arts made by people from a variety of backgrounds, and we aim to have a diverse group of people working at TNA.

- We are an equal opportunity workplace and we strongly encourage applications by people from a culturally and linguistically diverse background, indigenous people, and people with disabilities.

- We understand the needs of people with family obligations and we provide a flexible working week, and part-time positions.

- We understand artists’ working lives, and by negotiation we allow time-off for artistic practice and other commitments such as touring.

- Our philosophy is based on generosity, empathy, and a commitment to deep work satisfaction for employees. We know that this is repaid in retaining committed, passionate staff members who live and breathe the values of the organisation.