



Theatre Network Australia

PROGRAM PRODUCER (VIPI) – Position Description

(Permanent, Part Time)

Background

Theatre Network Australia (TNA) is a leading peak body for the performing arts, with a focus on strengthening the small to medium and independent sectors. We are a national organisation, based in Victoria, with a dedicated Victorian program. Over the next few years, TNA has a growth trajectory with several new programs planned. We are seeking an excellent Program Producer to help implement this work. More information about TNA including our achievements and goals can be found at tna.org.au

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 culturally and linguistically diverse backgrounds, First Nations 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.

Major New Program Supporting the Independent Sector – Victorian Independent Producers Initiative

TNA has a contract with the Victorian Government through Creative Victoria to deliver a major new program designed to build capacity for the independent sector in Victoria – the Victorian Independent Producers Initiative (VIPI). VIPI provides a framework and targeted interventions to support independent producers, and through them, independent creatives and companies in the performing arts in Victoria. The Program Producer will be responsible for managing all aspects of this new project and be the key point of contact for all related enquiries. The suite of program elements includes activities such as peer learning, networking events, professional skills development, mentoring, and grant rounds.

The Victorian Independent Producers Initiative will provide the following:

- a) **Placements** for Early Career Independent Producers – an initiative supporting emerging or early career producers to work with and learn from an established producer/s. It will have a focus on supporting placements of First Nations emerging producers, those from culturally diverse backgrounds, and those with disabilities.
- b) **Unlocking Capacity** for Established Independent Producers – an initiative to provide multi-year funding to support targeted skills and capacity development for established producers. Creative Victoria will administer the Unlocking Capacity grants (including the application, assessment, contracting and acquittal processes). TNA will field all enquiries around the intent, guidelines, eligibility and undertaking of the Unlocking Capacity Program.
- c) **Salon Series** – will bring together groups of people already involved in the VIPI components, as well as providing an access point to VIPI for those outside the program. It will include peer learning, networking, expert training and one-on-one coaching sessions for creatives.

Program Producer

The Program Producer will be responsible for curating the Salon Series, administering and running the Placements program and they will be required to liaise with the sector and respond to enquiries about the Unlocking Capacity. They will work closely with independent artists and producers and the broader performing arts sector to ensure relevance and continuity of activities to address program objectives. They will also be required to establish working partnerships with relevant performing arts-based events/entities. Each of TNA's key roles are highly self-directed and self-supported. You run your own programs and you put out your own chairs! All TNA staff have a central responsibility to maintaining excellent relationships with our members and the wider sector.

KEY TASKS

Program Producing:

- Finalise VIPI program design, budgets and timelines in collaboration with the TNA team, funding bodies and in consultation with the sector as needed.
- Curate, implement and evaluate the Salon Series activities, liaising with all partners, participants and TNA staff as needed.
- Undertake administration of the Placement Program including selection processes for participation, contracting and agreements, payments and reports.
- Respond to all VIPI enquiries including Unlocking Capacity.
- Work with the TNA team on program budgets, venue logistics, finances and scheduling.
- Liaise with VIPI participants - managing databases and communications channels and solving any problems that arise.

Marketing, Evaluation and Documentation:

- Promote and communicate the program elements and timelines to the sector.
- Ensure program activities delivered as part of this position are appropriately documented and disseminated - still images, audio, video, written documentation, testimonials, etc.
- Undertake the necessary data collection, analysis and reporting as needed, including liaising with funding bodies and other partners.
- In collaboration with other staff, maintain online platforms including Highrise, Campaign Monitor, Trybooking, Calendars, the TNA website, Google photos, Vimeo, Audio Cloud etc.

Administration and Office Management:

- Be the front facing VIPI staff member, receiving visiting artists, producers and other guests.
- Represent TNA at industry events and meetings as required.
- Undertake office and venue management in collaboration with the General Manager.
- Undertake other TNA producing and administration work alongside the TNA team, as directed by the Executive Director.
- Attend and participate in staff meetings and other meetings as required.

How to Apply

If you are interested in applying for the position, we encourage you to contact Simone Schinkel, TNA's General Manager: Email simone@tna.org.au or call 0421 967 349 (Mondays, Wednesdays and Fridays only).

Your application can take any format you wish (including video) but should introduce yourself, address your interest in the role and working with TNA, outline your relevant professional experience (arts and non-arts), and indicate your ideal weekly contact hours and days.

As a guide you may wish to submit:

- a 1 - 2 page cover letter addressing the below selection criteria
- a 1 - 2 page resume including a minimum of two referees

If you believe this is the right opportunity for you, please send your EOI by email to simone@tna.org.au by 11pm on Sunday 21st July or deliver to TNA, 222 Bank St, South Melbourne, VIC 3205 by 5pm on Friday 19th July 2019.

If you need help completing an application, please contact Simone ASAP.

KEY INFORMATION

Position Title: Program Producer	
Reports to:	Reports to TNA Executive Director Supervised by TNA General Manager
Liases with:	Works with TNA staff and contractors, including the Program Director and Communications Manager Liases with TNA constituents/members and the general public Liases with Partners including Creative Victoria and other stakeholders
Hours:	This is currently a part time position (minimum 22 hours p/w) with capacity to increase. Standard hours are <i>within</i> Monday – Friday, 9am-6pm, with a lunch break, although actual hours worked are flexible and may be worked over multiple days.
Remuneration:	Dependent on experience: starting salary \$65,000 to \$75,000 pro-rata, per annum plus Superannuation and all entitlements.
Access:	There is an access budget line associated with this program. Contact us for more information.
Location:	This is an office-based position in a wheelchair accessible building in the Southbank area.
Employment Term:	Ideal start date: August 2019 Term: Until July 2022, with a three-month probation period.

ESSENTIAL SKILLS AND EXPERIENCE – SELECTION CRITERIA

1. Professional producing experience (including management and administration) in the performing arts is essential.
2. Experience curating, organising, delivering and evaluating events.
3. Cultural competency highly desirable.
4. Financial management experience, including budgeting.
5. Excellent communicator who values diversity and has a passion for equity. Report writing experience highly desirable.
6. Proficient in Word, Excel, email, social media, mailing managers (Campaign Monitor), databases (Highrise) and other online applications (Dropbox).
7. Proactive approach to meeting deadlines and delivering results with limited supervision.
8. Friendly, positive personality.

Assessment Process

Your application will be considered by TNA and an external representative. All applicants will be notified of the outcome of their application with a shortlist invited for an interview.