



**Theatre Network Australia**  
**MANAGER, ARTIST AND SECTOR DEVELOPMENT**  
**Position Description**  
**(12-month contract, Part Time)**

## **Background**

Theatre Network Australia (TNA) is the leading national industry development organisation for the contemporary performing arts, with a focus on the small to medium and independent sectors. We are a national organisation, based in Victoria, with a dedicated Victorian program. TNA strengthens artists and arts organisations; influences cultural policy; facilitates critical debate; and advocates for a more robust, interconnected and innovative sector. Our ten-year vision is for a Safe, Healthy and Relevant performing arts sector.

## **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 First Nations people, people from a culturally and linguistically diverse background, people with disabilities and people from the LGBTIQ+ community. 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.

## **Role Overview**

To work collaboratively with the TNA Executive Director and team to deliver TNA's key goals:

- Strengthening the performing arts sector;
- Strengthening artists and arts organisations; and
- Strengthening the organisation of TNA and its membership.

This position is very outward facing, working with deep respect with our members, partners and the wider sector on capacity building initiatives for artists and organisations.

This position also takes a leadership role in working to advance the ASSITEJ Australia network – the sector making performing arts work with, for and by young people.

This position also supports the organisation more broadly in events, advocacy campaigns, communication and research.

In line with TNA's new 2020-2024 Strategic Plan, all TNA roles take an active part in meeting objectives 1-5: First Nations First, Justice and Diversity, Safe Theatres, Access and Inclusion, and Gender Equity. These objectives are about justice, fairness, and addressing inequities for the people in our sector, and all of TNA's work is undertaken with these objectives in mind. For this position, it means ensuring that the artists and organisations we work with and service understand these justice principals, that we document and report on demographic information, and that we design our work to address the gaps.

## KEY TASKS

*ASSITEJ Network - Theatre for Young Audiences and Youth Arts sector:*

- Take the lead role in developing and implementing TNA's ASSITEJ activities:
  - support ASSITEJ Australia's representative (Sue Giles) and coordinate the national advisory pool.
  - facilitate gatherings, grow ASSITEJ membership, conduct call-outs for international opportunities (including assessment processes), manage communications (including bulletins), and undertake sector research.

*Artist Development:*

- Develop and implement initiatives to serve the independent sector:
  - including mentorships, webinars, and information sessions.
  - arranging the monthly Radio spot on Vision Australia's *Behind the Scenes* program
  - welcome new TNA members, particularly independent artists, and ensure they are linked into all of TNA's programs;
  - maintain excellent engagement with TNA members ensuring their access or cultural needs are met, and that their profiles on the TNA online platforms are up-to-date;

*Sector Development:*

- Work collaboratively with other staff on TNA's advocacy work at a state and federal level
- Develop relevant, high quality professional development opportunities
- Monitor the changes in the Playwriting sector and in collaboration with that sector, develop TNA initiatives that support and add value (within current resources);
- Undertake the biennial Independents Survey – *This is How we Do It*
- Pursue organic partnership opportunities that value-add and leverage TNA's work.

*Producing and Event Management:*

- Produce various TNA events in collaboration with other staff, including budgeting, programming, communications, registration, evaluation and delegate and partner liaison;
- Facilitate/MC TNA events (e.g. Peer Learning, Indie Working Groups, Workshops) and represent TNA in external settings (e.g. industry seminars, speaking opportunities);
- Some limited interstate and regional travel will be required.

#### *Communications, Marketing and Documentation:*

- Take a lead role in copywriting - employing the succinct, informative, and caring communication style of the organisation,
- Use social media, EDMs, TNA e-news and cross-promotion to promote our activities,
- Ensure your program activities are appropriately documented, collated and disseminated
- In collaboration with other staff, maintain online platforms including Highrise, website etc

#### *Administration and Office Management:*

- Prepare reports for and participate in Board meetings every 2 months,
- Undertake general office management in collaboration with the General Manager.

## **Selection Criteria**

### **ESSENTIAL SKILLS AND EXPERIENCE**

1. Broad and deep understanding of the Australian Performing Arts sector.
2. Excellent writing skills – strategy and/or report writing; correspondence; marketing copy; funding applications; policy submissions and papers; media releases,
3. Strong interpersonal communication skills – experience speaking at events, meetings, occasionally in the media.
4. Producing skills such as budgeting, planning, logistics, and marketing.
5. Skills in using a wide variety of online platforms and applications including databases, website management, booking sites, mail applications, etc.
6. A deep understanding of the need for the performing arts sector to be safe and inclusive for people from under-represented groups such as First Nations people, people of colour, people with disabilities, people from regional areas, and the LGBTIQ+ community.

### **DESIRABLE SKILLS AND EXPERIENCE**

7. Experience working in the theatre for/by young people sector and/or the playwriting sector would be valued.
8. Curating or programming experience, preferably in the performing arts but more broadly in any art-form would be acceptable.
9. An understanding of Theatre Network Australia's role in the sector – more information is available on our [website](#), and our ambitious plan for 2020 -2024 is detailed in our new Strategic Plan. <https://www.tna.org.au/wp-content/uploads/2019/12/Strategic-Plan-2020-2024.pdf>

## **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](mailto:simone@tna.org.au) or call 0421 967 349 (Tues, Wed, Fri only).

Your application should introduce yourself, speak to your interest in the position and in working with TNA, and outline your professional experience (arts and non-arts), and indicate your ideal workload. As a guide you may wish to submit:

- a 1 -2 page covering letter addressing the selection criteria (above)
- a 1 – 3 page resume including a minimum of two referees

If you believe this is the right opportunity for you, please send your application by email to [info@tna.org.au](mailto:info@tna.org.au) by 5pm (ESDT) on Friday 28<sup>th</sup> February.

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

### Assessment Process

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

### KEY INFORMATION

<b>Position Title: Manager, Artist and Sector Development</b>	
<b>Reports to:</b>	Reports to TNA Executive Director Supervised by TNA General Manager
<b>Liases with:</b>	Works with TNA staff and contractors Liases with TNA members and the general public Liases with Partners including funders and other stakeholders
<b>Hours:</b>	We are offering this role as 0.6 EFT, 3 days a week to 0.8 EFT, 4 days a week, to be negotiated with the successful candidate.  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.
<b>Remuneration:</b>	Dependent on experience: starting salary \$65,000 to \$70,000 pro-rata, per annum, plus Superannuation and all entitlements.
<b>Location:</b>	This is an office-based position, in our new custom-designed, light and airy office in the arts precinct of Southbank, sharing with the team from the Australian Performing Arts Market.  Our office and all facilities are accessible, with a wheelchair accessible tram-stop very nearby.
<b>Employment Term:</b>	Term: 12 month contract, with a three-month probation period, renewable subject to funding outcomes currently under assessment.  Ideal start date: early-mid March 2020