

## Theatre Network Australia PROGRAM PRODUCER - VIPI & Sector Development Position Description

<b>Reports to:</b>	Reports to TNA Executive Director
<b>Liases with:</b>	Supervised day to day by the TNA General Manager Works with TNA staff and contractors Liases with TNA constituents/members and the general public Liases with partners including Creative Victoria and other stakeholders
<b>Hours:</b>	This is currently a part time position 0.6 EFT, 3 days a week. 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>	\$70,000 pro-rata, per annum plus Superannuation and all entitlements.
<b>Location:</b>	This is an office-based position in a wheelchair accessible building in the Southbank area.
<b>Employment Term:</b>	September 2021 until September 2022, with a three-month probation period. A further 12-month contract is expected to be offered, subject to successful funding applications.

### 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. Learn more about our programs and our strategic plan [here](#).

#### *Victorian Independent Producers Initiative*

TNA has a contract with the Victorian Government through Creative Victoria to deliver the Victorian Independent Producers Initiative (VIPI) until 2023 - a program designed to build capacity for the independent sector in Victoria. The Program Producer is responsible for managing this new project and is the key point of contact for all related enquiries. 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 suite of program elements includes a Producers Mentorship Program, an Unlocking Capacity grant program and a Salon program of workshops and events. Rounds 1 and 2 of the Producers Mentorship Program and Unlocking Capacity are underway, and the final Round 3 of both programs is launching in August/September 2021. Learn more about the Victorian Independent Producers Initiative (VIPI) [here](#).

## **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.

As per [TNA's Equity Action Plan](#), in order to achieve systemic change, we acknowledge that we must embed transformational change within all areas of our work, including programming, governance and engagement.

## **Role Overview**

This position is very outward facing, working with deep respect with our members and potential members, partners and the wider sector to deliver the Victorian Independent Producers Initiative in collaboration with the TNA team, and to undertake other sector development programs.

In line with TNA's 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, producers and organisations we work with and service understand these justice principals,
- developing, implementing and evaluating key activities detailed in our Equity Action Plan,
- that we design our work to address the gaps.

## **Key Tasks**

Program Producing:

- Liaise with the participants of the three rounds of the Producers Mentorship Program, including those exiting the program, the ongoing participants and the new participants of Round 3, including running the monthly development meetings, supporting individuals' own development plans, contracting and agreements, payments and reports.
- Work with Creative Victoria on Round 3 of the Unlocking Capacity program, including finalising the timelines, recruiting and briefing the assessment panel, taking all enquiries.
- Curate, implement and evaluate the Salon Series activities, liaising with all partners, participants and TNA staff as needed.

- Work with the TNA team on program budgets, venue logistics, catering, finances and scheduling.
- Liaise with VIPI participants - managing databases and communications channels, including them in TNA's broader work, and solving any problems that arise.
- Liaise with existing program partners and pursue new strategic partnership opportunities that value-add and leverage TNA's VIPI work, including sharing the model with other interested state funding agencies.

#### Sector Development:

- Finalise the distribution of the 2021 Small to Medium Salary Survey and promotion of the findings to relevant stakeholders, in order to advocate for better wages and conditions for workers.
- Undertake the 2022 Independent Survey: THIS IS HOW WE DO IT – planning the survey, liaising with respondents, analysing the data and liaising with the designer.
- Work collaboratively with other staff on TNA's advocacy work at a state and federal level.
- Support the visioning, planning, programming, producing and delivery of our sector events.

#### Marketing, Evaluation and Documentation:

- Promote and communicate the VIPI program elements and timelines to the sector.
- Ensure program activities delivered as part of this position are appropriately documented and disseminated - still images, video, written documentation, data collection, testimonials.
- In collaboration with other staff, maintain online platforms including Highrise, Campaign Monitor, Trybooking, Calendars, the TNA website, Google photos, YouTube, etc.

#### Administration and Office Management:

- Be the front facing VIPI staff member, receiving visiting artists, producers and other guests.
- Undertake office and venue management in collaboration with the General Manager.
- Attend and participate in staff meetings and other meetings as required.

### **Essential Skills and Experience – Selection Criteria**

1. Professional producing experience (including administration and financial management) in the arts.
2. Experience curating, organising, delivering and evaluating events.
3. Experience in programs or projects that ensure that people from diverse cultural backgrounds, First Nations people and Deaf/disabled people have true equality of access, as artists, arts workers and as audiences.
4. Excellent communication and digital literacy skills, with demonstrated ability to learn and use a range of tools such as Microsoft suite, social media, and online applications.
5. A proactive approach to meeting deadlines and delivering results with limited supervision.
6. A friendly, positive personality.

## HOW TO APPLY

If you are interested in applying for the position, we encourage you to contact Joshua Lowe, TNA's General Manager: Email [josh@tna.org.au](mailto:josh@tna.org.au) or call 03 9947 1017. If you need support completing an application, please contact Josh ASAP.

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). 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 email your application to [josh@tna.org.au](mailto:josh@tna.org.au) by 12 noon EST Monday 23 August.

Your application will be considered by TNA staff and Board. Interviews are scheduled to be held in the week of the 30<sup>th</sup> August. All applicants will be notified of the outcome of their application.