



Program Producer – CIPI (CaPT Independent Producers Initiative)

Position Description

Reports to	This position reports to TNA’s Executive Director and is supervised by TNA’s Program Manager.
Liaises with	Works with CIPI Participants. Liaises with other TNA staff. Liaises with other stakeholders and members of the general public.
Hours	This is a part time position 0.4 EFT, 2 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.
Remuneration	\$77,500 pro-rata, per annum plus Superannuation and all entitlements.
Location	This position will primarily be based in the TNA office, however this is some flexibility for working remotely where possible.
Term	1 December 2022 to 31 May 2024.

About TNA

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. Our ten-year vision is for a safe, healthy, and relevant performing arts sector. We are highly regarded for our caring and flexible work culture, putting the needs of people first so that they feel inspired and energised at work. We invest in the wellbeing, professional development, and aspirations of our staff, and provide a fun, sociable, and collaborative work environment.

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 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 or other working obligations and creative pursuits, and we provide flexibility. Our philosophy is based on generosity, empathy, and a commitment to deep work satisfaction for employees. Our staff members live and breathe the values of the organisation.



CaPT Independent Producers Initiative (CIPI)

Modelled on TNA's successful [Victorian Independent Producers Initiative \(VIPI\)](#), this initiative will support Circus and Physical Theatre (CaPT) independent producers across Australia who work with artists in and from Victoria.

Program Aims

- Build the diversity of independent CaPT producers and non-funded producing groups working with Victorian artists, both the diversity of representation (e.g. First Peoples, Culturally and Linguistically Diverse people, People of Colour, d/Deaf people, Disabled people, people of marginalised genders and people based regionally) and the diversity of practice/curation;
- Increase the amount of CaPT work represented at market development opportunities such as APAM, MFI, Showcase and APAX; and
- Build the capacity of independent producers to support more independent CaPT artists and companies, working across diverse genres such as apparatus, floor, or aerial.

Program Key Deliverables

1. **Emerging Producers Lab:**
The Emerging Producers Lab will support four individuals who already have some producing experience in the CaPT sector and want to be part of a group deep learning environment. There will be bespoke relationships, guest trainers and mentoring, along with monthly group sessions with all participants.
2. **Salon Series:**
The Salon Series includes professional development sessions, networking and peer learning for the wider Victorian CaPT sector. The series will respond to the most urgent skill requirements and provide a forum for conversations about the future of the sector. It will fold in the existing CaPT Producers Club to include facilitated workshop sessions for independent CaPT producers.
3. **Coaching Program:**
The Peer Coaching Program offers free one-on-one support for 10 CaPT artists who are each matched with an experienced producer to discuss career planning, business planning, work-life balance support or network building. Both the artist and the producer are paid for their time. The application process is simple and prioritises people from under-represented groups.



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 CaPT Independent Producers Initiative. This role also works collaboratively with Manager, VIPI and Communications, to help deliver the VIPI salon series.

In line with TNA's 2021-2025 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
- Gender Equity

For this position, it means:

- ensuring that the artists, producers, and organisations we work with and service understand these justice principles
- developing, implementing, and evaluating key activities detailed in our Equity Action Plan
- that we design our work to address the gaps

Key Tasks

CIPI/VIPI Program Producing

- Finalise CIPI program design, budgets, and timelines in collaboration with the TNA team, funding bodies and in consultation with the sector as needed.
- Lead the implementation of CIPI in collaboration with the Manager, VIPI and Communications.
- Liaise with the participants of the Emerging Producers Lab, including running the monthly development meetings, supporting individuals' own development plans, and working with them to provide relevant access services.
- Curate, implement and evaluate the Salon Series activities (nine in total), liaising with all partners, participants and TNA staff as needed.
- Run the two coaching sessions (ten one-hour places for CaPT artists to meet a producer).
- Work with the TNA team on program budgets, venue logistics, catering, payments.



Marketing, Evaluation and Documentation

- Promote and communicate the program elements and timelines to the sector.
- Ensure program activities are appropriately documented and disseminated – e.g. still images, video, written documentation, data collection, testimonials.
- Undertake a survey at the close of the Emerging Producers Lab and evaluate findings.

Administration/Other

- Be the front facing CIPI staff member, receiving visiting artists, producers, and other guests.
- Support other TNA staff with other TNA programs where time allows.
- Attend and participate in staff meetings and other meetings as required.

Selection Criteria

1. Professional producing experience (including management and administration) in the Circus and Physical Theatre sector.
2. Experience curating, organising, delivering, and evaluating events.
3. Strong communication skills and writing skills – experience speaking at events and meetings.
4. 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, Deaf/Disabled people, people from regional areas, and the LGBTIQ+ community.

Applications

Applications close **Monday November 7th, 2022** (extended from October 24th).

Written or video applications are welcome. Applications that combine more than one currently advertised role are also welcome.

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) and a 1-3 page resume.
- Video EOIs should be less than 10 minutes and cover your key relevant experience.

Applications can be addressed and sent to TNA General Manager, Joshua Lowe at josh@tna.org.au.



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We may request further information as part of the process.

If you have any questions, please contact Joshua: email josh@tna.org.au or call 03 9947 1016. If you need support in completing an application, please contact Joshua ASAP.