



## Program Producer – First Nations Circle Position Description

<b>Reports to</b>	This position reports to TNA's Executive Director and is supervised by TNA's Program Manager.
<b>Liases with</b>	Works with FN Circle members. Liases with other TNA staff. Liases with other stakeholders and members of the general public.
<b>Hours</b>	This is a part time position 0.2 EFT, 1 day 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>	\$77,500 pro-rata, per annum plus Superannuation and all entitlements.
<b>Location</b>	This position will primarily be based in the TNA office, however this is some flexibility for working remotely where possible.
<b>Term</b>	16 January 2023 to 20 December 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 work obligations and/or 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 Australian First Nations Circle

This program will support the establishment of a national Australian First Nations Circle for the Circus and Physical Theatre sector. This group will be First Nations-led and consist entirely of Australian First Nations representatives. The Circle will be supported to develop a national First Nations action plan for the CaPT sector and a rider/best practice guide for organisations. As an Australian First Nations-only space, the Circle will be empowered to explore complex and widespread sector issues such as representation, cultural safety, and organisational accountability.

### Program Aims

- Invest in the leadership and professional development of emerging/established First Nations CaPT leaders,
- Support an emerging Australian First Nations producer to develop their skills in arts management and advocacy,
- Create a safe space for Australian First Nations CaPT artists for discussion and advocacy around complex and widespread sector issues including representation, cultural safety, and organisational accountability,
- Amplify the voices of Australian First Nations CaPT artists and use existing TNA platforms and networks to promote this program to the wider sector,
- Cultivate long-term sector relationships and gain commitments from organisations within the CaPT sector (and beyond) to embed the Action Plan and Best Practice Guide in their ongoing strategies and operations,
- Set-up a model of peer-learning which could ultimately be handed over to a First Nations led organisation.

### Program Key Deliverables

1. Establish and run an Australian First Nations circle with 8 participants.
2. Design and run a professional development plan for each circle member.
3. Ensure accountability back to the First Nations sector via a communications plan.
4. Develop an Australian First Nations Action Plan to be promoted as a guiding document for the wider CaPT sector to implement.
5. Develop an Australian First Nations Best Practice Guide for organisations.

### Role Overview

This position is designed to support and employ an **Australian First Nations emerging producer**. This person will receive workplace support and professional development provided by TNA and be mentored in cultural leadership and FN sector networking. In collaboration with TNA staff, the role will help design, establish and oversee the First



Nations Circle, support the engagement of circle members, and assist with creating and sharing any outcomes such as the action plan and best practice guide.

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

## **Key Tasks**

### FN Circle Program Producing

- Assist with finalising the FN Circle program alongside TNA staff.
- Organise meetings of the FN Circle and provide administrative support for circle members.
- Assist with creating and sharing any outcomes such as the action plan and best practice guide.

### Marketing, Evaluation and Documentation

- Communicate the program elements and timelines to the sector.
- Ensure program activities are documented – e.g. still images, video, written documentation, data collection, testimonials/quotes.
- Undertake a survey at the close of the program and assist in evaluating the results.

### Mentoring and Professional Development

- Spend time with mentors learning about cultural leadership and building networks within the FN and CaPT sectors.
- Spend time learning and building key producing skills, supported by TNA staff.



## Selection Criteria

**Please note that this role is only open to Australian First Nations applicants.\***

1. Some producing or event management experience.
2. Good communication and writing skills.
3. Good organisational skills, with the ability to manage and prioritise work tasks.
4. Some experience within the Circus and Physical Theatre sector would be highly valued but is not essential.
5. A good 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 7<sup>th</sup>, 2022** (extended from October 24<sup>th</sup>).  
Written or video applications are welcome. Applications that combine more than one currently advertised role at TNA 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](mailto:josh@tna.org.au).

We may request further information as part of the process.

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

---

\* <https://www.humanrights.vic.gov.au/for-organisations/special-measures/>