Senior Producer – CaPT
Position Description

Reports to	This position reports to TNA's Executive Director and is supervised by TNA's Program Manager.
Liaises with	This position works regularly with the other TNA core and contract staff as needed.
Hours	This is a part time position 0.8 EFT, 4 days a week. Standard hours are *within* Monday – Friday, 9am-6pm, with a lunch break, although actual hours worked are flexible and may be worked over multiple days.
Remuneration	$80,000 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	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 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.

Role Overview

This role works alongside the TNA Program Manager to deliver services to the Circus and Physical Theatre (CaPT) sector, including those outlined in TNA's CaPT Strategy, and new initiatives supported by the Australia Council for the Arts commencing in 2023.

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

Circus and Physical Theatre (CaPT) Strategy

In collaboration with the TNA Program Manager:

- Assist with reviewing and implementing TNA's CaPT strategy, in order to increase the visibility and health of the CaPT sector,
- Co-ordinate the CaPT advisory committee and take minutes for the meetings,
- Research, write and distribute the quarterly CaPT sector bulletin,
- Maintain the CaPT database and resources on the TNA website.

First Nations Circle

In collaboration with the TNA Program Manager:

- Provide support to an emerging First Nations producer who is working on this program.
- Assist with convening meetings of the FN Circle and providing administrative support for circle members.

- Assist with creating and sharing any outcomes such as the action plan and best practice guide.

Circus Rigging Initiative
In collaboration with the TNA Program Manager:

- Coordinate the selection and administration process to provide 30 rigging tickets for circus riggers.
- Run the EOI process for two scholarships in the Certificate III in Rigging and support the successful candidates.
- Establish an Australian circus riggers network
- Set up a circus riggers database hosted on the TNA website.
- Work towards the development of a national standard for circus rigging and safety.
- Advocate for and work with the sector towards the establishment of a circus-specific training course.

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 surveys at the close of the programs and evaluate findings.

Administration/Other
- 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 LGBTIQA+ 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 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.

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.