

DARLINGHURST THEATRE COMPANY

Producer Position Description

Salary: \$65,000 - \$72,000 depending on experience, plus super

Hours: 38 hours per week. Work at night and on weekends will be required from time to time.

Contract period: Initially 12 months, with a view to ongoing.

Position purpose

This role is a key member of the producing team of Darlinghurst Theatre Company. It is a role that realises artists' creative visions for Darlinghurst Theatre Company's productions, events and programs.

The Producer manages the operational and creative delivery of DTC's annual program, in close collaboration with the Executive team (Artistic Director and Executive Director) and alongside the Producer and Head of New Writing. These two roles divide the delivery of the annual program between them to maintain an equitable workload.

The Producer provides leadership to and supervision of artists and creative teams on a day-to-day basis. The Producer collaborates with key artists, acts as a sounding board and participates in a partnership with artists that ensures a seamless transfer of artistic visions to operational delivery.

Duties

Alongside the Producer and Head of New Writing, the Producer's duties include to:

- Lead and direct the Production team on the delivery of the artistic program, in collaboration with the Producing team and Executive team.
- Collaborate with the rest of the Producing team on the casting and employment of artists, in consultation with the Executive team.
- Negotiate agreements and contract artists for DTC productions.
- Work with artists to realise production concepts and designs, and provide leadership and support to artists during pre-production, rehearsal and throughout the season.
- Maintain clear communications with all artists and arts workers throughout the artistic process including setting realistic targets, timelines and expectations.
- Develop and maintain production budgets as approved by the Executive team.
- Lead community engagement and consultation, alongside specialist Community Engagement staff as required for each production.
- Explore touring opportunities for productions in collaboration with the Executive team, and build and maintain relationships with potential touring partners.
- Work with touring partners to prepare for in-bound and out-bound tours, including development of contracts, travel arrangements, company management and ensuring that marketing and production requirements are communicated and met.
- Proactively uphold and advance DTC's Access, Equity and Inclusion goals to develop DTC as a safe space for all workers and ensure that DTC is accessible for all communities.
- Meet regularly with the Executive team to offer ideas and feedback in the programming of the artistic program and the future planning of the company.
- Prioritise safety procedures across all activities. This includes physical, cultural, emotional and mental health, as well as COVID-19 mitigation.

Other Duties

- In collaboration with the Executive team, seek out and apply for grants to facilitate growth in the company.

- Collaborate with the DTC team to create targeted and engaging communications and promotions for each of the company's productions.
- Assist the company to develop sponsorship opportunities for cash and goods in kind for productions.
- Assist in the creation and production of DTC's new writing program.
- Other duties as specified by the Artistic Director & Executive Director from time to time.

Key Relationships

Line Manager Artistic Director

Peer Producer & Head of New Writing

The Producer works closely with the rest of the DTC production team, including the Head of Production, Venue Production Manager, Communications Manager, Assistant Producer, Administrator and Accessibility Manager, and the Front of House Manager.

Person Specification

Essential

- Minimum of three years' producing experience in the performing arts.
- Outstanding written and interpersonal communications skills, including experience in leading project teams.
- Demonstrated experience in creating and monitoring production budgets.
- High attention to detail and outstanding organisational skills, including the ability to manage multiple projects at different stages of development.
- Strong networks across the performing arts sector and a strong understanding of the performing arts landscape.

Desirable

- Experience developing or delivering touring productions.
- Experience in applying for government or philanthropic funding.
- Driver's licence.

To apply

Please send a cover letter that addresses each criteria and a CV as a single document (total of 5 pages max) to Executive Director Viv Rosman on viv@darlinghursttheatre.com Applications will be reviewed as they are received, with a closing date of **10am on Monday 28 February 2022**.

In accordance with DTC's [Equity, Access and Inclusion Statement](#), DTC encourages applications from historically excluded people. If you have any access requirements in relation to the application process, please be in touch with DTC's Accessibility Manager, Jacqueline Tooley, on jacqueline@darlinghursttheatre.com

For enquiries

Please email Artistic Director Amylia Harris on amylia@darlinghursttheatre.com