



## POSITION DESCRIPTION

### **ASSOCIATE PRODUCER**

#### POSITION SUMMARY

The Associate Producer is a part-time (0.4FTE) position playing a vital role in supporting Arena's artistic program. In this role, you will liaise with artists and technical staff, planning and coordinating all aspects of schedules, contracts and budgets across multiple areas of the annual program, including premiere productions, remounts, tours and our Creative Classrooms Program.

The position is expected to work closely with the Executive Director and Artistic Director to support the annual artistic program. The position reports directly to the Executive Director.

#### ABOUT ARENA THEATRE COMPANY

Arena Theatre Company creates inspiring live performances that have a genuine engagement with young people. Over the Company's 50 year history it has sustained an international reputation for excellence as a theatre maker driven by the complex range of experiences encountered by young people in today's world.

Each year, Arena presents a range of new work including world premieres, tours of works in repertoire, creative development projects, and other models such as residencies and works-in-progress. A small team of core staff works with a range of contract artists, performers and production personnel to realise work of the highest standard.

Arena's office and rehearsal space is based in Bendigo, with the Company's work presented at a range of venues locally, nationally and internationally. Arena has a small core staff team of five personnel and is governed by a Board of nine Directors. The Artistic Director and Executive Director are the Company's Co-Executive Officers.

#### DUTIES AND RESPONSIBILITIES

- Assist the Executive Director in planning and scheduling Arena's annual program.
- Manage project budgets and ensure all productions are delivered within budget.
- Scheduling of all projects within the annual program.
- Key liaison with artists, agents and contracted production staff.
- Ensure that all OH&S legislation, policies, procedures and work practices are implemented and adhered to and participate in risk assessments as required.
- Prepare reports to satisfy the acquittal needs of each project.
- Ensure all shows are adequately documented and documentation is well organized for future tours and remounts.
- Ensure all artists are paid as per their contracts.
- Negotiate agreements and contracts with relevant artists, presenters and agents to ensure projects are delivered according to requirements.



Creating extraordinary theatre for  
young audiences.

#### KEY SELECTION CRITERIA

1. Demonstrated experience in an arts or cultural organisation, preferably in a producing or programming role.
2. High-level oral, written and interpersonal communication skills, including the ability to build positive working relationships and influence outcomes in a constructive and professional manner.
3. Ability to coordinate a variety of competing priorities and projects simultaneously with a strong attention to detail.
4. Ability to work autonomously and contribute to a busy team environment, with a proactive approach to duties.
5. Experience in working collaboratively with artists, community members or young people.
6. Knowledge, interest and passion for the performing arts.

For further enquiries, please contact the Executive Director, Sharon Custers –  
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