



AUSTRALIAN THEATRE FOR YOUNG PEOPLE
ABN 24 000 816 704

Pier 2/3 – Suite 2, 13A Hickson Rd
Dawes Point NSW 2000
Eora Country

Producer – Position Description

The Australian Theatre for Young People (ATYP)

KEY INFORMATION

Reports to – Artistic Director/CEO and GM

Term of contract – Full time, 24 months

Remuneration – \$75,000 – \$85,000 plus applicable superannuation

Direct reports:

- Nil.

Other Key Relationships:

- General Manager
- Resident Dramaturg
- Venue Manager
- Education Manager & Resident Artist
- Digital Engagement and Communications Coordinator.

ROLE PURPOSE

The Producer is responsible for managing the yearly Artistic Program in close collaboration with the Artistic Director/CEO. The role requires effective administration and project management of all productions, auditions, creative development, and professional development opportunities. The role also works with the Artistic Director/CEO and GM to develop and fundraise future projects, sharing responsibility for grant writing, tour development, stakeholder engagement, and project acquittals.

We are searching for a highly motivated and skilled Producer to work with our Artistic Director to develop the next artistic chapter of the company in line with our Strategic Plan.

atyp.com.au
hello@atyp.com.au
02 9270 2400

Do you want to chat with Hayden about the role, the salary range, or discuss access requirements for the application or job? Please get in touch with us before making an application – contact Hayden via ad@atyp.com.au or call on 0421 467 129.

DUTIES & RESPONSIBILITIES

Program Producing & Management

- Work closely with the Artistic Director/CEO on planning for, resourcing and delivering the annual Artistic Program;
- Negotiate, formulate, and manage project budgets in collaboration with the General Manager and Artistic Director & CEO;
- Act as Producer for all productions, programs, and events run within the yearly Artistic Program;
- Using your producing skills to:
 - Negotiate and deliver agreed program;
 - Liaise and work alongside Marketing regarding publicity engagements and scheduling of artists, and assist in the creation of key marketing assets, including hero images, signage, and billing;
 - Manage project specific artists, agents, technical crew, and/or interns as required; and
 - Secure music licensing and/or publishing rights.
- Work with the Venue Manager to oversee and develop all production schedules and WH&S requirements for the program; and
- Ensure all contractors and staff working with people under the age of 18 have a registered NSW Working with Children Check (WWCC) or the equivalent when working interstate.

Auditions

- In consultation with the Artistic Director and external production Directors, coordinate and administer auditions for productions including:
 - Creating and disseminating audition notices to agents, the audition database, and appropriate marketing channels;
 - Establishing and maintaining audition enrolment processes specific to each production;

- Maintaining effective communication with Agents, actors, and creative teams during the audition process; and
- Ensure that every auditionee feels supported, informed and valued during the audition process.

Project Development & Fundraising

- Work with the Artistic Director & CEO and General Manager to identify and apply for grant and funding opportunities that support future Artistic Programs and project development; and
- Collate support materials and key data from ATYP programs for grants and acquittals.

Other Responsibilities

- Attend staff meetings and other meetings as requested;
- Represent ATYP externally, enhancing perceptions and raising our profile;
- Maintain professionalism and confidentiality with all materials, and exercise discretion as and where required;
- Ensure compliance with ATYP policies at all times;
- Work closely with the entire ATYP team to maintain a positive, supportive and empowering company culture; and
- Other duties as assigned by the Artistic Director & CEO and General Manager.

KEY PERFORMANCE INDICATORS

- Budgets, contracts and schedules are successfully managed for the effective delivery of ATYP's Annual Program;
- Effective communication across all departments of the company to ensure the program is delivered on time and on budget;
- Timely communication with your manager, reporting on any issues or concerns occurring in the day-to-day management of the Artistic Program; and
- Feedback received from company stakeholders including contracted artists, arts workers and industry stakeholders in relation to their experience working at ATYP is of a positive nature.

ESSENTIAL SKILLS AND ATTRIBUTES

Essential Criteria

- Minimum two years' experience in a producing role in the arts or similar creative industry;
- Demonstrated understanding of creative development processes and requirements in supporting the development of new work;
- Demonstrated understanding and execution of production processes and requirements including budgets, the LPA/PCA agreements, and contracting;
- Demonstrated understanding and success in grant writing and project design;
- Demonstrated ability to work independently and as part of a team;
- Exceptional administrative and organisation skills, attention to detail and ability to create and adhere to systems; and
- Excellent verbal and written communication skills.
- Verified Working With Children Check

Desirable Criteria

- An unrestricted drivers licence;
- A current First Aid and Mental Health First Aid certificate; and
- Experience working with young and emerging artists.

APPLICATION REQUIREMENTS

Applicants should submit the following:

1. A written application (no more than 3 pages) or video (no more than 5 minutes) addressing the Selection Criteria; and
2. A current CV with the contact details of 2 referees.

Applications should be emailed with PRODUCER – FULL NAME in the subject line by 9am on Wednesday 23 April to ad@atyp.com.au

Please note that we will be assessing applications and conducting interviews on a rolling basis with the hope to have the successful candidate commence the week commencing 5 May 2025.