

# BELVOIR



## Associate Producer Information Pack

DECEMBER 2019



The Cast of *Counting and Cracking* Photo: Brett Boardman.

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## Overview

**Job Profile:** Working with Belvoir's Artistic and Programming Department, and reporting to the Deputy Executive Director, the Associate Producer provides the opportunity for an emerging producer to work within one of Australia's most interesting theatres. The Associate Producer must be highly organised, dedicated, intuitive, discreet and flexible to respond to the fluctuating demands of a busy producing theatre. The ideal applicant will have held a similar position within an arts institution and/or have relevant experience, and forge meaningful relationships with artists and arts workers from a range of culturally diverse backgrounds.

Belvoir strives create a culture of equal access and opportunity, and to cultivate an organisation that reflects the diversity of the modern Australia. It is our wish that our work both on and off the stage connects, supports, and represents all members of the Australian community. Our commitment to diversity is deeply held and we encourage applications from those who identify as First Nations, people from culturally and linguistically diverse backgrounds and those of differing ability. Belvoir is committed to maintaining a gender balance in its workforce, both creatively and administratively.

**Hours of work:** 32 hours per week (4 days). From time to time the spread of hours may vary to suit the nature of the work undertaken, including weekend and evening work. The position is salaried and as such no overtime is payable.

**Package:** 10% employer contribution to superannuation  
20 days annual leave per annum accrued pro rata  
10 days personal leave per annum pro rata  
Free and reduced tickets to Belvoir shows and other industry events

**Contract:** Ongoing  
6-month probation period

**Reporting to:** Deputy Executive Director

**Salary:** \$50,000 pro rata

**Starting:** February 2020

**Application:** Please submit a CV (including the names and daytime contacts of three referees) and cover letter (no more than 2 pages) *addressing the selection criteria*. (Applications not addressing the criteria will not be considered).

**Forward to:** Vyvyan Nickels, Officer Manager  
[reception@belvoir.com.au](mailto:reception@belvoir.com.au)

**Deadline:** C.O.B Tuesday 28 January 2020



Luke Mullins and Paula Arundell in *Angels in America*, 2013. Photo: Heidrun Löhr

## **ASSOCIATE PRODUCER**

### **Summary of Job and Responsibilities**

The Associate Producer – Community Programs is a member of the Artistic and Programming department of Belvoir and is responsible for supporting the smooth running of the department. The role also assists in producing works in the annual season at Belvoir and the administration of playwriting commissions, new work development and play readings.

This includes coordinating casting and contracting for creative developments and project management. The Associate Producer – Community Programs works closely with the Senior Producer, Associate Director and Artistic Administrator on the division of responsibilities.

The Acting Associate Producer reports to the Senior Producer and works closely with the other members of the Artistic and Programming Department as well as the Artistic Director.

### **KEY AREAS OF RESPONSIBILITY**

#### **Producing**

- Liaise with the Artistic Director, Executive Director, Artistic and Programming team and project staff to manage the development and implementation of the artistic program at a high level
- Undertake research to broaden Belvoir's programme to engage other equity groups and assist in the mentorship, capacity building and development of emerging artists.
- Support creative developments and readings of new works, and key Belvoir events including forums, lectures, awards and launches including budgeting, contracting and travel arrangements
- Assist the Artistic and Programming Department with other projects that may arise from day to day

#### **Community Engagement**

- Actively engage culturally diverse communities to bring artists into Belvoir's artistic programme and be an advisor on community artistic engagement.
- Actively engage with the work of other theatre companies and independent artists in Sydney, including Western Sydney.
- Attendance at Belvoir and industry events, rehearsals, readings, workshops and performances as required (this will include after-hours commitments).

#### **Artistic Administration**

- Support the administrative functions of the Artistic and Programming department, implementing, where necessary, new processes to ensure timely artistic development for both short and long term projects
- Contribute to the annual programming process for Belvoir's season and encourage discussion and involvement in the programming process amongst the company
- Seek out and pursue new opportunities for Belvoir in the areas of creative development, outreach, funding and performance.
- Assist the Belvoir Team in applying for, securing and acquitting grants, particularly in the area of new work development.

#### **Financial Management**

- Manage project budgets, including budget development, tracking expenditure and reconciliation
- Assist the Artistic and Programming Department with advice and artistic tasks that may arise from day to day e.g. preparation of reports, presentation materials and statistical data.

## **Selection Criteria**

### **Aptitudes/Abilities/Skills**

- Sound administrative skills
- Ability to deal sensitively and constructively with artists
- Developed analytic and communication skills
- The ability to seek out and pursue new opportunities for Belvoir
- Sound computer skills and familiarity with social media applications

### **Experience**

- Experience in creating and managing project budgets
- Experience in working with a theatre company or arts organisation
- Experience producing performing arts with a broad range of communities

### **Knowledge**

- An understanding of the role of producers within a major performing arts organisation
- Familiarity with and sympathy to the aesthetic and philosophy of Belvoir and its work
- An understanding of the company's position within the Australian cultural landscape.
- Demonstrated interest, sensitivity and compatibility with actors, artists and the creative process

## Company Information

When the Nimrod Theatre building was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professional - formed a syndicate to buy the building and save the theatre. Thirty five years later, Belvoir St Theatre continues to be home to one of Australia’s most celebrated theatre companies.

Belvoir engages Australia’s most prominent and promising playwrights, directors, actors and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.

Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Leah Purcell, Cate Blanchett, Jacqui McKenzie, Wayne Blair, Toby Schmitz, Robyn Nevin, Deb Mailman and Richard Roxburgh; writers such as Tommy Murphy, Rita Kalnejais, Lally Katz, Matthew Whittet and Kate Mulvany; directors including Eamon Flack, Anne-Louise Sarks, Simon Stone, Benedict Andrews, Wesley Enoch, Rachael Maza and former Artistic Director Neil Armfield.

Belvoir’s position as one of Australia’s most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Glass Menagerie*, *Angels in America*, *Brothers Wreck*, *Ivanov*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires* and *Who’s Afraid of Virginia Woolf?*

In 2019 Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell- out season and was also part of the Adelaide Festival. It won seven Helpmann awards including Best Play and Best New Australian Work.

Belvoir is one of the 29 Major Performing Arts companies and receives both state and federal funding which amounts to around 19% of income. Other income is derived from box office, development and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors are Eamon Flack and Sue Donnelly.

More information, including annual reports and seasons, can be found at: [www.belvoir.com.au](http://www.belvoir.com.au)



Xavier Samuel and Andrea Demetriades in *The Dog / The Cat*. Photo: Brett Boardman.