



**ARTISTIC ADMINISTRATOR  
APPLICATION INFORMATION PACK**



*Orlando*, 2025. Photo: Brett Boardman

## OVERVIEW

<b>Summary of role:</b>	Producing departments, working closely with the Artistic Director, Executive Director and Head of Producing to deliver the Company's program. The role contributes to casting coordination, contract negotiation, licensing and industrial compliance, while also supporting producing, company management and artist care to ensure productions are delivered smoothly and in line with industry agreements
<b>Location &amp; Hours:</b>	Belvoir St Theatre and offices (Surry Hills, NSW).
<b>Salary:</b>	Available on request. Commensurate to experience.
<b>Package:</b>	Australian standard employer contribution to superannuation 20 days annual leave per annum accrued pro rata. 10 days sick leave per annum pro rata
<b>Reporting to:</b>	The Artistic Administrator reports to the Head of Producing and works in close collaboration with the Artistic Director, Executive Director, Producer and Associate Producer. The role provides high-level administrative support across the Producing and Artistic & Programming departments, with primary responsibility for supporting the Artistic Director, Executive Director and Head of Producing.
<b>Deadline:</b>	5pm (AEST) Monday 9 March 2026
<b>Starting:</b>	As soon as available
<b>To Apply:</b>	Please include your resume and a cover letter (no longer than 2 pages) that details your capabilities and experience in relation to the role, with a particular focus on creative leadership.
<b>Timeline &amp; Process:</b>	Applications due 5pm (AEST) Monday 9 March 2026 First round panel interviews occur Friday 13 March 2026.
<b>Forward to:</b>	Fiona Hulton, Deputy Executive Director <a href="mailto:jobs@belvoir.com.au">jobs@belvoir.com.au</a>



*Big Girls Don't Cry*, 2025. Photo: Stephen Wilson Barker

## KEY RESPONSIBILITIES

### Artistic & Casting

- Provide comprehensive casting support for all Belvoir productions, including liaison with agents, availability checks and coordination of auditions.
- Negotiate and prepare employment contracts for actors, musicians and creative personnel in consultation with the Executive Director and Head of Producing, in line with approved budgets.
- Maintain clear and accurate records of negotiations and artist correspondence.
- Develop and maintain strong professional relationships with key theatrical agencies and artists.
- Assist the Artistic Director and other directors in identifying and suggesting appropriate actors and creative personnel for specific projects.
- Coordinate auditions throughout the year to maximise opportunities for artists to be seen by the Company.
- Maintain and develop comprehensive databases and filing systems cataloguing actors, creatives and agents.
- Monitor industry activity, including other theatre companies' seasons and productions, and attend performances as required to support casting awareness and artistic knowledge.
- Act as a key liaison point for actors and creative personnel engaged by the Company.

### Contracts, Licensing & Industrial Compliance

- Draft, negotiate and manage employment agreements for artistic and creative personnel.
- Support the Executive Director and Head of Producing in the creation and execution of co-commission, co-production and buy-in agreements.
- Negotiate and arrange play licences, commissions, video consent agreements, APRA agreements and other required rights and permissions.
- Ensure appropriate licensing for the use of scripts, music, footage and other intellectual property in Belvoir productions.
- Maintain detailed knowledge of the Performers' Collective Agreement, Live Performance

- Award, Belvoir Staff Collective Agreement and other relevant industrial instruments.
- Maintain professional relationships with industry unions and bodies including LPA, MEAA, PCA, TIA, CAST and AWG.
  - Monitor award changes and advise relevant departments of updates and increases.
  - Ensure all contractual agreements reflect current awards and protect the interests of the Company.

### **Producing Support & Project Development**

- Assist the Executive Director and Head of Producing in the development and delivery of co-productions, touring initiatives and special projects.
- Support the preparation and management of creative development and production budgets.
- Prepare, submit and acquit production and creative development grants, as required.
- Liaise with partner venues, artists and stakeholders to support collaborative project delivery.

### **Artistic Communications & Marketing Liaison**

- Ensure accurate billing, crediting and spelling of artistic personnel in all marketing and print materials in accordance with contractual agreements.
- Liaise with the Marketing Department regarding artist biographies, approvals and placement of creative personnel in promotional material.
- Coordinate photography and video requirements for season brochures and other marketing collateral, as required.

### **Company Management & Artist Care**

- Provide Company Management support across main stage productions and regional and national touring activities.
- Support company members, Stage Management and technical teams to ensure the smooth operation of rehearsals and seasons.
- Process weekly cast and creative payroll and forecast overtime where required.
- Manage cast and creative illness and injury processes in conjunction with Stage Management and Producers, including liaison with icare, medical practitioners and Finance.
- Coordinate return-to-work processes and reasonable adjustments where required.
- Facilitate company wellbeing initiatives aligned with industry best practice, including physical and mental health support programs in collaboration with the Head of Producing and Producers.

## **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

## ABOUT US

### 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 professionals – formed a syndicate to buy the building and save the theatre. Forty 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 Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammass and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarkis, Simon Stone 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 part of the Australia Council’s National Performing Arts Partnership Framework and as such is seen as a leader in its field. We receive funding from both the Australia Council and Create NSW.

The company is managed by a Board of Directors which is chaired by Karen Moses. The current Artistic and Executive Directors are Eamon Flack and Aaron Beach.

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