



**ASSOCIATE PRODUCER
APPLICATION INFORMATION PACK**



Grief is the Thing with Feathers, 2025. Photo: Brett Boardman

OVERVIEW

Summary of role: The Associate Producer provides high-level producing support across Belvoir's Artistic and Producing departments, working closely with the Head of Producing and Executive Director to develop and deliver the Company's artistic program.

The role contributes to creative development, casting, rights and contract negotiations, budget management and community engagement, helping to realise main stage, touring and special projects from development through to production close

Location & Hours: Belvoir St Theatre and offices (Surry Hills, NSW).

Salary: Available on request. Commensurate to experience.

Package: Australian standard employer contribution to superannuation
20 days annual leave per annum accrued pro rata.
10 days sick leave per annum pro rata

Reporting to: The Associate Producer reports to the Head of Producing and works closely with the Artistic Director, Executive Director, Producer, Artistic Administrator and provides administrative support to the Producing and Artistic & Programming departments.

Deadline: 5pm (AEST) Monday 9 March 2026

Starting: As soon as available

To Apply: 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.

Timeline & Process: Applications due 5pm (AEST) Monday 9 March 2026
First round panel interviews occur Friday 13 March 2026.

Forward to: Fiona Hulton, Deputy Executive Director
jobs@belvoir.com.au



The Wrong Gods, 2025. Photo: Brett Boardman

KEY RESPONSIBILITIES

Producing

- Liaise with the Artistic Director, Executive Director, Producing, Artistic and Programming teams and project staff to facilitate the development and implementation of the artistic program at a high level
- Undertake research to support Belvoir's program 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 Producing, Artistic and Programming Departments with other projects that may arise from day to day
- Support the securing of rights, commissions, venue hire and other contractual agreements (sell-offs, co-productions, buy-ins) within the Producing team
- Support creative negotiations, contracting and management until production close.
- Support casting process, including auditions, negotiations, contracting and management until production close
- Manage and facilitate all elements of day-to-day producing tasks to support artistic and production delivery of main stage, touring productions and special events
Support Company Management functions of the Producing team to ensure smooth running of rehearsal period and seasons

Community Engagement

- Actively engage culturally diverse communities to bring artists into Belvoir's artistic program 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.
- Attend 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 Producing, Artistic and Programming departments, implementing, where necessary, new processes to ensure timely artistic development for both short and long term projects
- Contribute to and support the annual programming process for Belvoir's season and encourage discussion and involvement in the programming process amongst the company
- Support new opportunities for Belvoir in the areas of creative development, outreach, funding and performance
- Assist and support the Belvoir Team in applying for, securing and acquitting grants, where needed.

Financial Management

- Manage project budgets, including supporting budget development, tracking expenditure and reconciliation for main stage, touring productions and special events
- Support day to day financial tasks of the Producing Team including processing of invoices, expenses, forecasting and payroll
- Support the financial acquittal of main stage, touring productions, special events and grant funding

SELECTION CRITERIA

Aptitudes/Abilities/Skills

- Highly developed administrative and organisational skills, with the ability to manage multiple projects simultaneously
- Demonstrated ability to lead producing processes and exercise sound judgement in a fast-paced creative environment
- Strong negotiation and communication skills, including confidence in contractual and rights-based discussions
- Ability to build and maintain trusted relationships with artists, community stakeholders and industry partners
- Strong financial literacy, including budget oversight, forecasting and reconciliation
- Excellent written and verbal communication skills
- High-level computer skills and confidence working with producing, budgeting and reporting systems

Experience

- Demonstrated experience producing or co-producing performing arts projects
- Experience managing production or development budgets and overseeing financial processes
- Experience engaging with diverse artists and communities and contributing to inclusive artistic programming
- Experience supporting grant applications and acquittals

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 Shammam 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

