

## ABOUT THE ROLE

The Australian First Nations Producer is the lead role responsible for the delivery of the Australian First Nations Playwrights Retreat and Development Program. This is a long running National program run in partnership with Australia's leading First Nations Theatre Companies; Moogahlin, Ilbjerri and Yirra Yaakin. The Retreat is a 9-day residential retreat for seven First Nations playwrights from across Australia at Bundanon, near Nowra, on Yuin Country NSW, focused on writing, sharing work, exploring ideas, taking risks, mentoring, and collaborating. Dramaturgs and other collaborators also take part to support the playwrights.

The Australian First Nations Producer is also responsible for the planning and delivery of developments of five of the seven works emanating from the Retreat.

## RESPONSIBILITIES

- Handling all enquiries from potential applicants about the retreat and EOJ process
- Contracting playwrights
- Consulting with playwrights and partners on selection of two suitable dramaturgs for the Retreat
- Contracting suitable dramaturgs
- Working with Bundanon staff to plan for arrival and residency, including the set-up of desks, IT equipment and catering.
- Plan and prepare any on-site requirements.
- Planning and scheduling transportation for all participants to and from the Retreat.
- Prepare information and welcome pack in consultation with Bundanon staff.
- Liaise with Elders to attend first evening of the Retreat for a shared meal and to perform their Welcome to Country.
- Liaise with artists and ensure any reasonable needs are met, including daily catering/meals.
- Working with partners and 5 selected playwrights on the development phase of selected works
- Plan and deliver developments including liaising with playwrights, securing artists for development, and contracting.
- Plan and lead project debrief
- Preparation of a project report that will inform acquittal process with the Australia Council

The Australian First Nations Producer reports to the CEO.

The Australian First Nations Producer works with:

- Elders on Country
- Playwrights, Dramaturgs, Directors, Actors, and other collaborators
- Project partners: Moogahlin, Ilbjerri and Yirra Yaakin
- The Executive Producer/CEO of Australian Plays Transform
- The Administrator of Australian Plays Transform

## SELECTION CRITERIA

1. Experience and understanding of working with First Nations cultures and communities, particularly in relation to scriptwriting and theatre
2. Demonstrated understanding of First Nations cultural protocols
3. Demonstrated experience and interest in theatre practice, new writing, and dramaturgy
4. Excellent interpersonal skills, including conflict resolution, and facilitation.
5. Attention to detail, good planning and scheduling skills
6. Prior experience producing arts events and programs is desirable

## IMPORTANT INFORMATION

- Short-term contract-based position.
- The successful applicant will manage their hours and allocate them accordingly between peak and quieter periods.
- Work with the small Sydney/Carlton (NSW) based team, either in person or remotely.
- The Contractor will be required to undertake some duties in Sydney and Nowra, NSW, for the period 1 – 11 September 2023 (Retreat dates).
- Any employment offer is contingent on proof of full vaccination against the COVID-19 virus and of maintaining a vaccination status that complies with the current NSW Public Health (COVID-19 General) Order 2021 under the Public Health Act 2010. APT will reasonably consider an application from candidates with legitimate medical exemptions for not being vaccinated against the COVID-19 virus.

## REMUNERATION & CONTACT DETAILS

The contract period for this role is from 1 July – 31 November 2023 (23 weeks).

This role is a short-term casual contract offered for 255 hours at \$44.73 per hour, and a fee of \$1800 for the Retreat period, for a total contract value of \$13,206 +super.

## HOW TO APPLY

Please email your application to us at [applications@apt.org.au](mailto:applications@apt.org.au)

Applications should include the following:

- A cover letter telling us about yourself and addressing the four selection criteria (no more than two pages)
- A resume (a maximum of three pages) outlining your experience, including the details of 2 referees.

For more information, please get in touch with us at [hello@apt.org.au](mailto:hello@apt.org.au)

Applications close: Sunday 9 July, 11:59 pm