

## POSITION DESCRIPTION

### *Program Producer – ‘Developing the Dramaturg (South Australia)’*

#### **Position Description: Program Producer – Developing the Dramaturg (South Australia)**

**Work type:** Contract – Part Time

**Salary / Fee:** This contract is based on a maximum total commitment of 190 hours. The hourly rate for this position is \$50 per hour + 11.5% superannuation, totalling \$9500 + superannuation over the course of the engagement. The 190hrs will be managed flexibly by the successful applicant and planned out in collaboration with APT’s Senior Producer.

**Period of Contract:** Six months – 30<sup>th</sup> June to 31<sup>st</sup> December 2024.

**Location:** This position is for an Adelaide-based producer. As APT does not have an office based in Adelaide, this role is required to work from home.

#### **About the Program**

Developing the Dramaturg is a transformative one-year program strategically designed for emerging and early-career South Australian dramaturgs from diverse backgrounds. The program is crafted on the principles of inclusion, collaboration and the amplification of new voices in the dramaturgy profession, with the aim to create a diversification of practicing dramaturgs in new work development, production and presentation across the SA theatre sector.

The project has five key objectives:

1. Identify First Nations, CaLD and PoC practitioners working in new story development in SA;
2. Provide exceptional workshop leaders and mentors as role models and to create a learning environment of excellence for the development of content, process and practice;
3. Engage the participation of six (6) early career/new SA dramaturgs and profile their selection to the industry to model pathways for future dramaturgs from under-represented and systemically excluded communities;
4. Partner with host theatre companies and provide critical “hands on” learning and experiences in a professional and “live” environment to build skills, connection and professional profiles to unlock ongoing relationships, and future employment and engagement opportunities.
5. Support the growth and diversity of SA’s theatre practitioners’ professional networks, through the connection of the participating dramaturgs, mentors, workshop leads, host theatre companies and APT.

#### **Role Purpose**

This position offers a unique opportunity for Adelaide-based individuals seeking flexible work arrangements while contributing to a meaningful project within the sector. The primary purpose of this role is to support the development and delivery of the Developing the Dramaturg program in South Australia.

Responsibilities include, but are not limited to the following:

- Overall planning and execution of the Developing the Dramaturg program;
- Artist Liaison: Building and maintaining relationships with the program participants, providing support, and facilitating communication;



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- Company Liaison: Work closely with partner organisations to ensure the safety of program participants, including the implementation of an on-going feedback loop with dramaturgs, partner organisations and mentors;
- Budget Management: Managing the budget for the program, ensuring financial sustainability;
- Marketing and Promotion: Developing content to promote the program, including social media;
- Working with the APT team to appoint workshop facilitators and industry mentors;
- Administrative Support: accurate record keeping, contracts, and scheduling for the program;
- Evaluation and Reporting: Measuring the program's impact and preparing reports for stakeholders;
- Working with all members of the small team at APT to deliver the Developing the Dramaturg program;
- Indicative tasks include answering program inquiries, creating timelines for delivery of projects, booking spaces for workshops, communicating with dramaturgs and those engaged as mentors and/or workshop leaders, preparing communications for a range of audiences including e-news, submittable forms and copy relating to programs, tracking budgets to keep on track, the preparation of MOUs to engage artists.

### **How to Apply**

APT is an equal opportunity employer and welcomes all applicants. We strongly encourage applicants from a First Nations, CaLD or POC background.

Please send a copy of your CV (including the contact details of two professional referees) plus a one-page cover letter outlining your suitability for the role.

Please send your application to [admin@apt.org.au](mailto:admin@apt.org.au).

If you have enquiries about the role, please email [admin@apt.org.au](mailto:admin@apt.org.au).

### **Closing Date**

Applications close at midnight Monday 24<sup>th</sup> June 2024. We encourage you to submit your application early, as applications may close early if a suitable applicant is found. APT reserves the right to make an appointment by invitation.