

POSITION DESCRIPTION

Creative Producer - First Nations Programs

About the Role

The Creative Producer (First Nations Programs) leads and delivers the *Australian First Nations Playwrights Retreat and Development Program*. This long-running national initiative partners with leading First Nations theatre companies Ilbijerri Theatre Company, Moogahlin Performing Arts, and Yirra Yaakin Theatre Company.

We are seeking someone with strong relationships in the theatre industry who is passionate about Australian First Nations voices on stage. This person will have a strong understanding of how stories move from idea to play, and from development through to production and publishing, and will be well positioned to support playwrights over the lifecycle of their work.

The role encompasses three main areas of responsibility:

1. The Retreat
2. Play Development
3. Publications and Digital Resources

1. The Retreat

The Retreat is a nine-day residential program at Bundanon, near Nowra, on Yuin Country NSW. It brings together six First Nations playwrights from across Australia to focus on writing, sharing work, exploring ideas, taking risks, mentoring, and collaborating. The Creative Producer (First Nations Programs) organises the Retreat's logistics (including arranging dramaturgs and mentors) and will be onsite for the duration.

2. Play Development

After the Retreat, playwrights receive bespoke development support tailored to their needs. This could include in-room developments with other creatives and one-on-one dramaturgy over a period of 12 months. We aim to support playwrights where they feel connected and comfortable working, which may mean developments occur in different parts of the country.

3. Publications and Digital Resources

The Creative Producer (First Nations Programs) collaborates with the CEO and Education Consultant on First Nations publications and collections. Responsibilities include suggesting new works for publication, and updating collections and educational resources.

Selection Criteria

1. Experience and understanding of working with First Nations cultures and communities, particularly in theatre or live performance
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.

If you would like to talk about this position, please email or call us for a chat. We are happy to discuss your experience and skills or any questions you would like answered before you apply. Say hello at hello@apt.org.au

Pay & Contract Details

Contract Period: Three (3) Years

Work Type: Part Time, Three (3) Days per Week (0.6 FTE)

Salary/ Fee: \$75,000 Pro Rata, equivalent to \$45,000 for three days per week, plus super (starting at 11.5% and increasing with the superannuation guarantee), annual leave, and personal leave.

Location: This role can be performed remotely, based anywhere within Australia. Some visits to Sydney may be necessary, and in-person attendance at the Retreat from 14-24 October 2024 is required.

Please note, any travel required by the role will be covered by the company according to the *Live Performance Award 2020* standards.

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Key Relationships

External

- Playwrights
- Partner companies and wider theatre community
- Bundanon (partner company and host for the Retreat)
- Funding Bodies - both government and philanthropic

Internal

- APT core staff: producers, CEO, administration

Reporting

- The Creative Producer (First Nations Programs) reports to the CEO and Senior Producer.

Responsibilities

- Handle enquiries from potential applicants about the retreat and EOI process
- Contract playwrights and dramaturgs
- Consult with playwrights and partners on dramaturg selection
- Work with Bundanon staff for residency planning, including setup of desks, IT equipment, etc.
- Plan and prepare onsite requirements and transportation
- Prepare information and welcome pack in consultation with Bundanon staff
- Liaise with Elders for Welcome to Country
- Ensure artists' needs are met, including daily catering
- Work with partners on the development phase of selected works
- Plan and deliver developments, including securing and contracting artists
- Lead project debrief and prepare a project report for the acquittal process with Creative Australia and philanthropic bodies
- Work with other APT staff to update publications, collections, and education resources
- Collaborate with playwrights, dramaturgs, directors, actors, and other creatives
- Engage with project partners Ilbijerri Theatre Company, Moogahlin Performing Arts, and Yirra Yaakin Theatre Company
- Work with Elders on Country
- NB: The APT Team is small and collaborative. Producers lead programs, and as a team we collaborate across areas like social media, education, and publication.

Important Information

At APT we are committed to being a culturally safe workplace and providing culturally safe programs for creatives. The First Nations Programs Producer is a significant role within our organisation, and we're always interested in discussing how we can provide support, mentorship, and career pathways. This could include mentorship from First Nations leaders outside our organisation or from the APT Board and National Advisory Panel. We would love to hear about your ambitions for this role and the industry.

For more information

If you have any questions, please ask! We are always happy to chat about the role, who we are, and what we do. For more information about who we are and what we do, have a look at our website:

- [What we do and what we stand for](#)
- [Who is in our organisation](#)

Or contact us at hello@apt.org.au and we'll get back to you within 2-3 business days.

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How to Apply

Please email your application to us at applications@apt.org.au with "Creative Producer (First Nations Programs)" in the subject line.

Applications should include the following:

1. A cover letter that tells us about you – up to 2 pages max.

Some things we're interested in include:

- your experience working in theatre, live performance or the arts
- your experience working with First Nations communities
- what you would bring to the role
- why you work in the arts
- a sense of who you are and how you work.

2. A resume outlining your work experience – up to 3 pages max.

We are looking for:

- the details of your work experience
- an outline of any creative experience relevant to this role
- two referees: please include the name and phone number of two professional referees who you have worked with recently.

Please note - we'll let you know in advance if we plan to call your referees.

Closing Date

Applications must close at 11:59pm **AWST** on **Monday the 5th of August 2024**.