

## POSITION DESCRIPTION

### Associate Producer

Employment Basis:	Contract Part-time
Hours of work:	Average of three days a week – see conditions below
Reports to:	Hayes Theatre Co Artistic Directors, Executive Director
Remuneration:	\$60,000.00 pro rata, superannuation at 11.5%, annual leave and personal leave allowances

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### Overview

Hayes Theatre Co is passionate about the development and presentation of new Australian musicals. Exceptional musicals such as *Dubbo Championship Wrestling*, *The Lucky Country* and *Zombie! The Musical* were all brought to the stage through our development arm – Hayes Creative.

This year Hayes is thrilled to present our very first Festival of New Work, showcasing musicals currently in development and providing a much needed opportunity for writers, composers and creatives to come together and learn from industry experts and one another.

Running from Monday 16 September – Sunday 29 September, the Festival will feature musical theatre showcases, developments, concert presentations, workshops, industry networking events and more.

We're looking for an Associate Producer to work closely with our Artistic Directors to deliver the festival.

While the position comes with a significant degree of responsibility, you'll also be well supported, receiving assistance and mentorship from the Hayes Producer, the Executive Director and the whole Hayes team.

### DUTIES OF THE ASSOCIATE PRODUCER

#### Key Responsibilities

- The Associate Producer will be responsible for organising all events within the Festival of New Work.
- The Associate Producer will also work across other company activities as time permits.

#### Pre-production

- Working closely with Hayes Artistic Directors to deliver their vision for the festival.
- Liaising with agents and artists: contracting all participants.
- Creating and maintaining event documentation, including workshop, performance, and event schedules.
- Ensuring that all stakeholders are kept across key developments and event progress
- Liaising with event partners and Hayes staff to manage venue use
- Liaising with Hayes Technical and Production Manager regarding technical requirements
- Working with Hayes marketing to promote activities

#### During the Festival

- Acting as principal point of contact for event participants (responsibility will be shared where multiple events are run simultaneously).
- Sending out daily schedules and reports to all stakeholders.
- Attending presentations and showings.

#### Post-Festival

- Collecting and collating feedback from participants.
- Preparing a post-event report.

## SELECTION CRITERIA

- Experience producing cultural events and activities: the ideal candidate will have worked in independent theatre, festivals, company management or arts administration
- A genuine passion for the performing arts, a love of musical theatre and an understanding of the arts industry in Australia.
- An understanding of the creative process and realising an artistic vision.
- Demonstrated ability to manage projects involving multiple deadlines, budgets and stakeholders
- Excellent written and verbal communication skills.
- Extremely well organised, with the ability to create and adhere to systems.
- Experience with contract management, casting and scheduling.
- Entry to mid-level marketing experience, esp. social media, content creation and copywriting.
- The ability to work independently and as a part of a small team.
- A willingness to work across all areas of the company.
- Self-awareness and a genuine concern for the welfare of others.

## KEY RELATIONSHIPS

- The Associate Producer must maintain good relationships with the following parties:
  - Hayes management and staff
  - Artists' agents
  - Independent producers, artists, and musicians
  - Production and venue sponsors and supporters

## REPORTING

The Producer will report to the Hayes Artistic Directors and Executive Director

## CONDITIONS

The Associate Producer will be appointed on a fixed term contract from July – October 2024

Anticipated hours (to be discussed with the successful candidate).

July	2 days a week (flexible).
August	3 days a week (flexible).
September	4/5 days a week. Full time across Festival Dates.
October	2 days a week (till Oct 11).

The Associate Producer will work primarily from the Hayes office at 32 Orwell Street in Potts Point, as well as festival venues. Flexible working arrangements are possible, including working from home as appropriate.

It is understood that the Associate Producer will undertake other work opportunities during the term of the contract. Any work that may constitute a conflict of interest must be declared prior to accepting any contract. It is expected that first preference will be given to Hayes Theatre Co events in the event of any clash of dates.

## HOW TO APPLY

Send a one-page cover letter addressing the selection criteria, together with your CV (maximum of two pages) to [will@hayestheatre.com.au](mailto:will@hayestheatre.com.au) by **Monday 24 June**. Please include details of two referees.

Please note that the position may be filled prior to the closing date, so please apply as soon as is convenient.

Musical theatre is changing and so are the artists we work with, the projects we support and performers we see on stage. Hayes is committed to cultural inclusion and diversity being reflected throughout the organisation. We strongly encourage applications from First Nations people, those who are culturally and linguistically diverse, people of all abilities, and people from LGBTQIA+ communities.