



**CRACK THEATRE FESTIVAL INC.**  
% PACT centre for emerging artists  
107 Railway Parade, Erskineville NSW 2034  
Tel: +61280915107  
E-mail: [cracktheatrefestival@gmail.com](mailto:cracktheatrefestival@gmail.com)  
ABN: 51 393 647 030

## Associate Producer

### *Position Description*

<b>Reports to</b>	Co-Artistic Directors, General Manager, Creative Producer
<b>Direct reports</b>	FOH Volunteers
<b>Position type</b>	Fixed-term 12 month contract
<b>Engagement</b>	January - December, 2016 Approximate hours: 2 days per fortnight January - July 2.5 days per fortnight August-September Daily during Festival Period. Long hours may be required over this time. After hours work will be required, particularly during the Festival period. Regular attendance at performances and other events. Some intrastate and interstate travel may be required.
<b>Remuneration</b>	Between \$1000-\$3000 (+ 9.5% super) dependent on confirmation of funding. Accommodation, transport, and administrative costs covered for meetings and for the duration of the Festival period.
<b>Location</b>	While the Festival is in Newcastle, planning takes place remotely, with additional regular face-to-face meetings in Newcastle and Sydney.
<b>Primary Purpose</b>	The Associate Producer plays a vital role in the delivery of the Festival program and community engagement. The Associate Producer works closely with the Creative Producer to support the delivery of the annual program. This position is suitable for a current student, recent graduate, or someone looking to gain producing experience.

### **About Crack Theatre Festival**

Crack Theatre Festival: where experimental performance artists from around Australia unleash their wildest ideas.

The Festival is a unique national theatre and performance arts festival geared specifically towards supporting the development of emerging artists. These artists will help shape the future of Australian arts practice. The Festival provides opportunities for discussion and networking, skills development, and performance.

The Festival takes place annually in Newcastle as a part of This is Not Art (TiNA) - Australia's largest experimental and emerging arts and media festival. TiNA includes curated programs from the National Young Writers' Festival, Critical Animals and Crack Theatre Festival.

The Festival runs on a **Talk | Make | Work** model where **Talk** refers to the panel series, **Make** to the masterclass and skills development series and **Work** to the performance showcase by emerging Australian theatre artists and ensembles.

Our vision is to foster a feeling of community, with artists supporting each other as peers, encouraging communication and collaboration. We present a curated festival program, but do not charge the artists or audience to participate. Our aim is to promote access, experience and opportunity.

The Crack Theatre Festival is an incorporated association, with a management committee, Public Officer, and a constitution.



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## Position Description

Key Tasks
<p><b>Artistic Program</b></p> <ul style="list-style-type: none"> <li>- Assist to implement the Festival program informed by the Co-Artistic Directors and the organisation's artistic policy, including the <b>Work</b> performance showcase and the <b>Talk</b> and <b>Make</b> streams of the program</li> <li>- Assist the Co-Artistic Directors with ensuring historically marginalised groups are supported within the Festival program</li> <li>- Managing programs and projects as negotiated with the Co-Artistic Directors</li> </ul>
<p><b>Festival Logistics</b></p> <ul style="list-style-type: none"> <li>- Act as primary contact for, and maintain regular contact with artists, ensuring they have required information and action items well in advance of deadlines</li> <li>- Prepare information and induction packs for artist</li> <li>- Collect and provide Production Team with artist technical requirements including updates by artists</li> <li>- Work with the Creative Producer to collect, coordinate and document all festival statistics including audience numbers and demographics, and artist demographics</li> </ul>
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>- Coordinate travel and accommodation for artists and other staff where required</li> <li>- Assist the Creative Producer and Marketing Manager with inductions, scheduling and managing volunteers as required</li> <li>- Contribute to the smooth running of the Festival including phone answering, IT administration, handling enquires, mail outs and other duties from time to time</li> </ul>
<p><b>Media and Publicity</b></p> <ul style="list-style-type: none"> <li>- Work with Marketing Manager to coordinate marketing materials and implement Marketing Plan</li> <li>- Work with Marketing Manager to maintain, proof and update artist images, news stories and general content on website</li> <li>- Promote the Festival at events and through the media as a public representative of the Festival</li> </ul>

## Selection Criteria

Essential
<ul style="list-style-type: none"> <li>- Demonstrated ability to prioritise conflicting workloads and the ability to organise by distance, primarily via email and phone</li> <li>- Experience in working collaboratively with artists and communities, particularly during planning and presentation stages of projects</li> <li>- A commitment to engaging the Newcastle community in the Festival via venues, artists and employment opportunities</li> </ul>
Preferred
<ul style="list-style-type: none"> <li>- Previous experience with Crack Theatre Festival or This Is Not Art</li> <li>- A practical network of contemporary performance practitioners</li> <li>- Awareness of the challenges and opportunities facing the Australian cultural sector</li> <li>- Experience and/or understanding of using Photoshop or other graphic design/desktop publishing software and Digital video editing</li> <li>- Experience and/or understanding of online platforms including: Social Media, Mailchimp and Wordpress.</li> <li>- The possession of (or a willingness to train for) an accredited first aid certificate and driving licence</li> </ul>