



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

Creative Producer

Position Description

Reports to	Co-Artistic Directors, General Manager
Direct reports	Associate Producer, Bar Manager, FOH Volunteers
Position type	Fixed-term 12 month contract
Engagement	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.
Remuneration	Between \$1000-\$4000 (+ 9.5% super) dependent on confirmation of funding Accommodation, transport, and administrative costs covered for meetings and for the duration of the Festival period
Location	While the Festival is in Newcastle, planning takes place remotely, with additional regular face-to-face meetings in Newcastle and Sydney
Primary Purpose	The Creative Producer is responsible for community engagement, and managing and implementing the artistic program in consultation with the Co-Artistic Directors and General Manager. The role requires experience both in relationship building and management as well as key producing skills and strong capacity to support the delivery of the annual program. This is a newly created position and is suitable for someone with at least a year's producing, admin or marketing experience in the arts.

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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Key Tasks
<p>Artistic Program</p> <ul style="list-style-type: none"> - Assist to develop and implement the Festival program informed by the Co-Artistic Directors and the organisation's artistic policy, including the Work performance showcase and the Talk and Make streams of the program - Assist the Co-Artistic Directors with ensuring artists from historically marginalised groups are supported within the Festival program - Managing programs and projects as negotiated with the Co-Artistic Directors - Assist with artists' creative development, including attending work-in-progress showings and facilitating feedback sessions - Proactively seek future production opportunities for programmed artists including the invitation and relationship management of touring and production organisations
<p>Festival Logistics</p> <ul style="list-style-type: none"> - Network, develop and maintain relationships with Festival contacts - Act as the primary contact for <i>Setting the Stages</i> artists, maintaining regular contact and providing support to those with works in early stages of development - Coordinate and document artist feedback - Liaise with TiNA producers and other Co-Presenter Directors to ensure that the Festival is integrated within the wider TiNA program - Liaise with marketing, venue, technical, production, front of house, and other colleagues for full delivery of projects - Work closely with the Production Manager to assist programmed artists to realise their vision within budgetary constraints - Collect, coordinate and document all festival statistics including audience numbers and demographics, and artist demographics
<p>Administration</p> <ul style="list-style-type: none"> - Assist the Co-Artistic Directors to create timelines for the artistic program - Recruitment, inductions, scheduling and managing of volunteers - Work with the General Manager on contractual agreements with participating artists - As required, assist with funding applications including preparing support materials - Contribute to the smooth running of the Festival including phone answering, IT administration,, handling enquires, mail outs and other duties from time to time
<p>Media and Publicity</p> <ul style="list-style-type: none"> - Work with Marketing Manager to coordinate marketing materials and implement the Marketing Plan - Work with Marketing Manager to maintain, proof and update artist images, news stories and general content on website - In collaboration with the Marketing Manager, design and deliver an evaluation strategy that maximises the Festival's insight into both artists and audiences, incorporating but not limited to web analytics, surveys, attendance tally and feedback sessions - Promote the Festival at events and through the media as a public representative of the Festival



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Selection Criteria

Essential

- Producing, event management and program delivery experience particularly within a theatre, festival or venue context
- Highly motivated - a self-starter demonstrating initiative, flexibility and resilience under pressure
- An understanding of and a willingness to implement collaborative processes
- Excellent communication skills with artists and with representatives from all the company's key stakeholders
- Experience in managing, leading and supervising people
- Demonstrated ability to prioritise conflicting workloads and the ability to organise by distance, primarily via email and phone
- Experience in working collaboratively with artists and communities, particularly during planning and presentation stages of projects
- A commitment to engaging the Newcastle community in the Festival via venues, artists and employment opportunities

Preferred

- Previous experience with Crack Theatre Festival or This Is Not Art
- A practical network of contemporary performance practitioners and organisations
- Awareness of the challenges and opportunities facing the Australian cultural sector
- Experience and/or understanding of using Photoshop or other graphic design/desktop publishing software and Digital video editing
- Experience and/or understanding of online platforms including: Social Media, Mailchimp and Wordpress
- The possession of (or a willingness to train for) an accredited first aid certificate and driving licence