



**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

## Producer

### *Position Description*

<b>Reports to</b>	Co-Artistic Directors, General Manager
<b>Direct reports</b>	Volunteers
<b>Position type</b>	Fixed-term 12 month contract with option to renew for a further 12 months
<b>Engagement</b>	January - December, 2018 Approximate hours: Up to 15 hours per week Jan - August, Oct-Dec Up to 20 hours per week Aug - Sept Daily and with long hours during Festival Period (up to 10 days) 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>	This is a voluntary role with an honorarium and 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 Producers are 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.

### **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.

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 and the organisation is managed by a Management Committee.



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<b>Key Tasks</b>
<b>Artistic Program</b>
<ul style="list-style-type: none"><li>- Assist to develop and implement the Festival program informed by the Co-Artistic Directors and the organisation's artistic policy, including the performance showcase and any panels or workshops</li><li>- Assist the Co-Artistic Directors with ensuring artists from historically marginalised groups are supported within the Festival program</li><li>- Managing programs and projects as negotiated with the Co-Artistic Directors</li><li>- Assist with artists' creative development, including attending work-in-progress showings and facilitating feedback sessions</li><li>- Proactively seek future production opportunities for programmed artists including the invitation and relationship management of touring and production organisations</li></ul>
<b>Festival Logistics</b>
<ul style="list-style-type: none"><li>- Network, develop and maintain relationships with Festival contacts</li><li>- Act as a contact for, and maintain regular contact with artists, ensuring they have required information and that they action items well in advance of deadlines</li><li>- Coordinate and document artist feedback</li><li>- Liaise with TiNA producers and other Co-Presenter Directors to ensure that the Festival is integrated within the wider TiNA program</li><li>- Liaise with marketing, venue, technical, production, front of house, and other colleagues for full delivery of projects</li><li>- Work closely with the Production Manager to assist programmed artists to realise their vision within budgetary constraints</li><li>- Collect, coordinate and document all festival statistics including audience numbers and demographics, and artist demographics</li></ul>
<b>Administration</b>
<ul style="list-style-type: none"><li>- Assist the Co-Artistic Directors to create timelines for the artistic program</li><li>- Recruitment, inductions, scheduling and managing of volunteers</li><li>- Work with the General Manager on contractual agreements with participating artists</li><li>- As required, assist with funding applications including preparing support materials</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>
<b>Media and Publicity</b>
<ul style="list-style-type: none"><li>- Work with the team to coordinate marketing materials and implement the Marketing Plan</li><li>- Work with the team to maintain, proof and update artist images, news stories and general content on website</li><li>- In collaboration with the team, 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</li><li>- Promote the Festival at events and through the media as a public representative of the Festival</li></ul>



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## Selection Criteria

### Essential

- 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
- 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
- Producing, event management and program delivery experience particularly within a theatre, festival or venue context
- Experience in managing, leading and supervising people
- 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