

POSITION DESCRIPTION

POSITION DETAILS

Position Title	Emerging Producer (Internship)
Position Term	1 July 2024 – 31 December 2025
Position Salary	\$62,000 plus Superannuation
Reports to	Director of Learning & Engagement, Australian Chamber Orchestra Executive & Creative Producer, Riverside Theatres, National Theatre of Parramatta
Physical Requirements Category	Primarily an office role with some physical requirements

ABOUT THE ACO

Led by its charismatic Artistic Director, Richard Tognetti AO, the Australian Chamber Orchestra (ACO) is Australia's most dynamic performing arts organisation. Renowned world-wide for its inspired and courageous programming and unrivalled performances, the ACO collaborates with an extraordinary range of artists including the world's leading soloists, contemporary musicians, cinematographers, writers, and visual artists.

The ACO are based at their award-winning new purpose-built home on Pier 2/3 in Sydney's Walsh Bay Arts Precinct. The venue includes a 275-seat performance space, rehearsal rooms, media suite and event space - an exciting new home for performance, presentation, community engagement and collaborative opportunities.

ABOUT THE NATIONAL THEATRE OF PARRAMATTA

Operating from the geographic heart of Sydney, National Theatre of Parramatta (NTofP) is the creating, commissioning, producing, touring and capacity building arm of Riverside Theatres. Known for producing bold, popular, contemporary works that draw their inspiration from the rich diversity of the region and beyond, NTofP is the leading professional theatre company in Western Sydney with works produced having been presented nationally and internationally. A vibrant creative community and audience engagement underpins the program.

ABOUT THE POSITION

Working with both the ACO and the NTofP, the Emerging Producer internship is an opportunity for an early-career producer to develop skills and expertise in all areas of producing. The intern will be mentored by experienced staff in both companies for intensive project-based periods over 18 months.

The Emerging Producer will have the opportunity to work on multi-artform productions and projects in both companies, developing knowledge of theatre, music, theatre for children, and community engagement. The role will gain on-the-job skills and experience in all aspects of producing from conception of ideas, to planning and scheduling, contracting, budgeting, production coordination, touring logistics, and post-project evaluation. The intern will be involved in hands-on project delivery and will build positive relationships with artists, creatives, venues, suppliers, project partners, producers, stakeholders, and audiences. They will also have the chance to travel with touring productions to regional and interstate venues.

The Emerging Producer internship will include informal and formal training, including office and administration training courses, and the opportunity to build networks and sector knowledge through attendance at performing arts markets, industry events, and creative developments.

DUTIES & RESPONSIBILITIES

Project Related Duties

Working closely under the supervision of program managers, company producers, and production managers in each organisation, the Emerging Producer will assist with the development, delivery, and project administration of productions, tours, and events (**Projects**), including tasks such as:

- assisting with developing Project planning documentation and production schedules;
- assisting with developing and managing Project budgets;
- assisting with Project documentation and administration, including contracts, invoices, and payroll;
- assisting with planning and coordination of production and tour logistics, including travel, accommodation and freight;
- assisting with hands-on Project delivery, including working in back-of-house (bump-ins/outs, rehearsals, technical sessions etc), front-of-house, and other project coordination activities;
- where appropriate, assisting with artist liaison and coordination with stakeholders such as artistic collaborators, performers, production crew, venues, suppliers and contractors;
- assisting in the preparation of Project briefing information for internal and external departments; and
- assisting with the collection and preparation of pre- and post-Project information and documentation, including evaluation reports and funding applications, submissions, and acquittals.

General Duties

- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with ACO and NToFP to comply with WHS obligations;
- Undertake training as required, including Child Safety, First Aid, WHS, manual handling and other;
- Ensure all Company policies are complied with at all times; and
- Other duties as required.

POSITION REQUIREMENTS

Essential Skills & Experience

- Competent administration and organisational skills, including the ability to work to deadlines and show high attention to detail
- Excellent time management skills and the ability to manage competing priorities in a busy work environment
- A positive, problem-solving approach to tasks, and demonstrated ability to remain calm under pressure
- Highly competent written and spoken communication skills, including the ability to maintain effective interpersonal and professional relationships at work
- Proficiency with Microsoft Office (Word, Excel, Outlook), with basic spreadsheet skills
- Knowledge of Australian performing arts and theatre industries

Advantageous Qualifications & Experience

- One years' experience in theatre or music producing in either a professional or volunteer capacity
- A qualification in Music, Theatre, Arts or Project Management
- Performing arts touring experience
- Musical literacy

Attitudes

- A passion for working with a dynamic performing arts organisation in the area of music, theatre, children & families, and community engagement
- A kind, collaborative, team player who does not compromise on personal responsibility
- Enthusiasm, initiative, self-motivation and self-discipline

TERMS

This position is a full-time, fixed-term (18 month) position, employed by the ACO but working across both the ACO and the National Theatre of Parramatta.

Work locations will be ACO's office at Pier 2/3 in Sydney, and the NToP office in Riverside Theatres, Parramatta.

Working hours for this position may be irregular due the nature of the role with some evening and weekend work required. Some out-of-town and interstate travel may be required.

DIVERSITY & INCLUSION

The ACO is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+) people.

APPLICATION & SELECTION PROCESS

Please send a CV and accompanying cover letter, outlining your relevant skills and experience and your interest in the internship to to recruitment@aco.com.au.

Applications close: **Friday 21 June, 12pm**
Interviews: Tuesday 25 & Wednesday 26 June
Internship start date: **Monday 1 July**