

URBAN THEATRE PROJECTS

UTP
INFORMATION FOR CANDIDATES: CREATIVE PRODUCER



Peter Polites and Latai Taumoepeau photographed by Sidney McMahon

POSITION BRIEF – CREATIVE PRODUCER

OUR VISION

Urban Theatre Projects (UTP) is the national leader of contemporary performance with social impact.

We rewrite the rules on who theatre is for and by. We transform perceptions about what theatre is and what it can do.

OUR PURPOSE

We believe art is not a luxury, it is central to humanity. This is why we tell urgent contemporary stories with diverse artists, for diverse audiences, in unconventional places.

OUR MISSION

It is urgent that we amplify the diverse voices of contemporary Australia in order to reveal a more nuanced national and global narrative. At UTP it is our core business to uncover the stories that challenge the way we see ourselves, others and place.

We make art that connects people; forging new models of development and presentation that bridge the divide. We do this with artistic excellence and social conscience in equal measure.

HISTORY

Urban Theatre Projects draws upon a 38-year lineage of distinctive new theatre works based on a process of dialogue between contemporary theatre practice and diverse communities.

Stories and images of contemporary life are created in collaboration with teams of artists from diverse artistic and cultural backgrounds. A succession of leading Australian artists has enabled the company to remain at the forefront of groundbreaking new processes that have led to seminal theatre works, mapping the shifting dynamics of urban life and artistic development over three decades of contemporary Australia.

The philosophy and artists of Urban Theatre Projects have driven an investigation of new forms, new collaborations and new contexts, consistently challenging and reinvigorating art form practice.

POSITION DESCRIPTION - CREATIVE PRODUCER

Basis of employment:	Part time (4 days) in 2020 to full time in 2021
Salary Package:	\$72,100 per annum (pro rata), plus superannuation
Employment Conditions:	4 weeks annual leave (pro rata)
Contract:	Through until the end of 2021 with potential for renewal
Location:	Currently working from home, normally at Bankstown Arts Centre
Closing Date:	Monday 19 October
Contact:	Bronwyn@urbantheatre.com.au
Additional Details:	Inclusion and diversity are priorities for UTP. We strongly encourage applications from Aboriginal and Torres Strait Islander individuals, as well as applicants from Culturally and Linguistically Diverse backgrounds. Disabled candidates are also strongly encouraged to apply.

APPLICATION REQUIREMENTS

CV/Resume no more than three pages

A cover letter addressing the key responsibilities and selection criteria

Contact details for two referees

Shortlisted applications will be contacted by Friday 23 October

Interviews will take place the week of Monday 26 October

ABOUT THE ROLE

The Creative Producer contributes to the conception and oversees the delivery of various projects within UTP's Artistic and Education Programs. This role has a particular focus on educational and community facing programs and projects.

This includes managing key relationships with artists, participants, project partners and community. This role includes working with the Artistic Director and Senior Producer to ensure projects are adequately resourced, delivered on budget and meet desired outcomes.

The Creative Producer contributes to the overall curatorial framework of the organisation. They are also hands on liaising with artists, venues and partners in order to produce high quality artistic and community driven projects.

RESPONSIBILITIES

Producing

- Contribute to artistic program and education program planning.
- Oversee and assist with the delivery of UTP's artistic program working closely with the Senior Producer and Artistic Director/CEO.
- Liaise with the artistic teams, partners and project staff to deliver UTP projects to a high quality.
- Lead producer on projects, determined in collaboration with the Artistic Director/CEO.
- Manage project budgets and contribute to UTP's annual program budget.
- Administration of projects and contract management.
- Brief the Marketing Manager to ensure all projects marketing copy; imagery and documentation are fulfilled.
- Facilitate project debriefs.
- Keep across industry trends in the arts community nationally and internationally.

SELECTION CRITERIA

Essential

- A strong track record of producing projects of varying scale in the theatre/ performance/ visual arts.
- Extensive budget, contracting and project management experience.
- Experience producing performance and/or community-based works of scale.
- Self-motivated and ability to work in a small team.
- Passion for the Western Sydney arts and cultural sector.
- Ability to provide opportunities for young people to engage in creative life.
- Demonstrated ability to work with artists and communities with different backgrounds/ sensitivities/ needs (First Nations communities and artists/ artists and communities with diverse cultural backgrounds/ the LGBTQA+ community/ artists and communities who live with disability etc).

Desirable

- Experience developing and delivering educational offerings that generate revenue.
- Experience writing successful grant applications.
- Experience developing pitches to philanthropic foundations.
- Experience delivering arts programs within an education setting (museums / institutions / schools / universities).
- Experience working with/in communities in Western Sydney.
- Experience working on projects delivered using digital technologies.