

Associate Producer

Newtheatricals is a theatrical producer with based in Sydney. Current Australian projects include the production of the musical *Come From Away* now playing at the Capitol Theatre.

This is an exciting opportunity to join the Newtheatricals Sydney office, working on a daily basis with the Executive Producer, Financial Controller, Head of Production, Publicity and Communication Associate and Ticketing Manager as well as the *Come From Away* Production and Management teams. This position reports directly to the CEO and Executive Producer.

The Associate Producer will contribute to the planning and management of Newtheatricals' productions including *Come From Away* and other unannounced projects in development, across several key areas including contracting, industrial relations, budgeting, scheduling, casting, travel, immigration and all areas of production and general operations.

Applicants should be experienced and highly proficient in all areas of production and be self-motivated. They should be able to work cohesively as part of a team as well as independently. To be successful in this role, the Associate Producer will need exceptional time management skills, adaptability, excellent communication and written skills and thrive meeting deadlines in a busy office environment and dynamic business.

Position Description:

- Negotiating and contracting for productions including venues, suppliers, artists, musicians, and production staff with support and oversight of Executive Producer.
- Project management of special events and functions, such as previews and opening nights.
- Coordination of both Newtheatricals staff and international artist travel arrangements.
- Preparing and submitting visa applications and keeping abreast of changing international travel and immigration requirements/procedures particularly in relation to COVID restrictions.
- Liaison with production suppliers, including merchandise and developing show programmes.
- Liaison with Live Performance Australia and MEAA where required.
- Coordination of auditions in liaison with the Casting Director and creatives.
- Coordination with venue management as required.
- Contribution to project scheduling as required.
- Oversight of Company Management operations including reimbursements and payroll processing.
- Contribution to the development and ongoing management of all Newtheatricals production budgets.
- Direct responsibility within certain components of production budgets. Ensuring efficiency and maximum productivity.
- Overview of production financial management as a whole.

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- Overview of and support for marketing, ticketing and publicity on all productions as required.
- General office administration, including managing and updating filing systems.
- Travel outside of Sydney will be required from time to time.

Key selection criteria:

- Proven 4 years' experience in production management roles in theatrical/live entertainment industry, commercial theatre experience highly regarded.
- An understanding of the theatre and performing arts industry, as a "business".
- Excellent written and verbal communication skills.
- Ability to manage competing demands, set priorities and work to tight deadlines, must have exceptional time management skills.
- Flexibility and adaptability in a dynamic, fast-paced workplace environment.
- Contract negotiation skills and experience.
- Budget management experience
- Demonstrated understanding of production scheduling, including travel.
- Experience with complex travel booking and visa application/immigration will be highly regarded.
- Exceptional organisational skills with strong attention to detail.
- Be highly motivated, resourceful and self-driven.
- A team player within a small group as well as the ability to work autonomously.
- Proficiency in Microsoft Office, particularly Microsoft Word and Excel are a must.
- Proficiency in accounting software is an advantage.
- Understanding of importance of organisation procedures and filing protocol, and an ability to manage a filing system.
- Applicants should have successfully completed tertiary education in relevant areas such as theatre, production and/or communications.
- If traditional hours of work are a requirement – please do not apply

Salary: \$95,000 i(nclusive of Supperannuation)

Commencement: Immediate or by arrangement.

Applications:

- Written applications should be addressed to Alexandra Hirst, alexandra@newtheatricals.com
- Applications must include a covering letter detailing professional experience relevant to the position and skills required and a current CV with contacts for two referees.
- Applicants must have the legal right to work in Australia. This is a Sydney based position.
- Strictly no recruitment agencies.
- Only shortlisted applicants will be contacted.
- Deadline midnight Sunday 3rd October

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