

## **POSITION DESCRIPTION: ARTISTIC ASSOCIATE**

<b>POSITION:</b>	<b>Acting Artistic Associate</b>
<b>REPORTS TO:</b>	<b>Artistic Director</b>
<b>SALARY:</b>	<b>\$55,000 to \$62,500 pro rata + salary sacrificing PBI benefit*</b>
<b>STATUS:</b>	<b>EFT 0.6 (3 Days Per Week)</b>
<b>CONTRACT PERIOD:</b>	<b>Monday 13 August 2018 – Thursday 20 December 2018 inclusive</b>
<b>DIRECT REPORTS:</b>	<b>NIL</b>

The Acting Artistic Associate works closely with the Artistic Director to develop and deliver the artistic program of Back to Back Theatre. The Acting Artistic Associate supports the Ensemble to be active collaborators within Back to Back Theatre and works in collaboration with all staff to deliver artistic outcomes. The role is responsible for the management and delivery of the ensemble's professional development program in the context of a supported employment service as well as a professional theatre company. The Acting Artistic Associate has a lead role in curating and delivering Back to Back Theatre's community programs including Theatre of Speed each Wednesday, preparation for CAMP 2019, and other one-off workshops and residencies.

### **ARTISTIC / PROJECTS**

- In conjunction with the Artistic Director, develop programming ideas and project parameters for Theatre of Speed, CAMP and other one-off projects
- In conjunction with the Artistic Director and ensemble, collaborate as a deviser on the development of new works if required
- Be present weekly to work in collaboration with and support Theatre of Speed project collaborators and participants
- Direct one-off projects and residencies as required
- Develop and coordinate program of ensemble professional development and fitness as agreed with the Artistic Director
- Liaise with project collaborators to establish their interest in and availability for projects
- Support and supervise project collaborators (guest artists, mentees, observers, volunteers, support workers)
- Liaise with Community Programs Coordinator and Project Coordinator to provide preliminary information for project contracts
- Manage components of project budgets as required
- Liaise with Community Programs and Project Coordinator to confirm project venue requirements
- Conduct and document project evaluations with project collaborators and project participants
- Oversee and manage ensemble auditions if required

### **ENSEMBLE SUPPORT**

- Support the ensemble as creative collaborators
- Train and support the ensemble to be mindful of their rights and responsibilities, to speak up and have a say, and to participate in administrative tasks and duties
- Assist the ensemble to develop written reports
- Maintain formal and informal communication (via meetings, letters, phone, email, file notes) with the ensemble and their carers / families
- Participate in, minute and / or lead company meetings with the ensemble
- In conjunction with the Artistic Director and Project Coordinator, develop and maintain the ensemble schedule
- In conjunction with the Artistic Director, develop Individual Employment Plans (IEP) and conduct Worker Reviews with the ensemble, including the minuting and finalisation of these plans
- Manage ensemble files including documentation of Individual Employment Plans (IEPs) and Worker Reviews
- Write and update the Actors' Manual as required
- Work to ensure artistic processes and projects are aligned with the Victorian Charter of Human Rights / the Actors' Manual and the National & DHHS Disability Service Standards
- Provide personal support to the ensemble as appropriate

- Support ensemble members to actively participate in the life of the company
- Promote and comply with the 6 National Disability Service Standards and the 4 DHHS Disability Service Standards

#### **BUSINESS MANAGEMENT**

- Actively contribute to the articulation and implementation of working practices for Theatre of Speed, CAMP and other community projects
- Participate in planning via company and staff meetings as required
- Participate in Quality Assurance as directed by the Senior Producer
- Contribute to the development of policies and procedures as required

#### **MARKETING**

- Contribute to the development of marketing materials as required

#### **DEVELOPMENT**

- Collect and manage evidence collection for quality assurance audits
- Prepare for and participate in internal and external quality assurance audits
- Attend meetings convened with funders if required
- Assist with the drafting of funding submissions as required

#### **FINANCE**

- Provide project payroll information to the Senior Producer and Finance Manager as required
- Contribute to the development of project budgets as relevant

#### **STRATEGIC PLANNING**

- Participate in planning via strategic planning sessions as required
- Assist the Artistic Director and other staff to facilitate the ensemble's participation in decision making processes

#### **NETWORKS & RELATIONSHIPS**

- Represent the company in industry contexts as required
- Meet and greet on-site guests, including current and prospective supporters as required

#### **OH&S & RISK MANAGEMENT**

All staff at Back to Back Theatre have a shared responsibility for contributing to a safe working environment. This includes the following responsibilities:

- Manage and maintain a safe working environment
- Identify areas of risk (physical and organisational) and bring these to the attention of the Artistic Director and Production Manager
- Ensure incidents are reported and addressed in line with Back to Back Theatre policy

#### **OTHER**

- Other duties as directed from time to time by the Artistic Director or Executive Producer
- A valid Working with Children check and Police Check are required for this position

\* Back to Back Theatre is a registered Public Benevolent Institution (PBI) and is able to offer Salary Sacrifice benefits for this role. The amount of an employee's salary that can be salary sacrificed is limited by Fringe Benefit Tax (FBT) limits set by the Australian Taxation Office (ATO) and these are subject to change each year.

To apply, please send a one-page expression of interest outlining your practice and interest in working with Back to Back Theatre, along with the contact details of two referees to [recruitment@backtobacktheatre.com](mailto:recruitment@backtobacktheatre.com).

**Applications close midnight Wednesday 18 April.**

Please direct enquiries to Rebecca Kleindienst on (03) 5221 2029 | [rebecca@backtobacktheatre.com](mailto:rebecca@backtobacktheatre.com).