



ADELAIDE FESTIVAL CENTRE

## Vacancy

### **Producer In-Theatre, OzAsia Festival**

- **Develop your career at the heart of the arts in South Australia**
- **Based in Adelaide CBD**
- **Experienced in Producing Festivals**

### About the Adelaide Festival Centre Trust

Established in 1973, Adelaide Festival Centre Trust (AFCT) is the creative hub of South Australia and leading Asia Pacific cultural centre. The AFCT produces a bold, exciting and extensive program of festivals, events and performances all year round to inspire educate and entertain audiences from a variety of ages, experience and cultures. The AFCT prides itself on providing constant support, development and maintaining a positive work environment for all employees whilst upholding exceptional customer service to external organisations and patrons, as the home of performing arts in South Australia.

### About the vacancy

With an exciting 2018 program ahead, the Adelaide Festival Centre Trust is looking for a Programming professional to act as a fundamental role in producing the In-Theatre component of the 2018 OzAsia Festival.

The Producer In-Theatre, OzAsia Festival will work together with the Artistic Director, OzAsia to produce and deliver the In-Theatre program of the 2018 OzAsia Festival including new commissions, major productions, programs and exhibitions. This role is temporary contract in a full time capacity offered from March to November 2018.

If you are you able to hit the ground running are experience in producing festivals, don't miss this opportunity to apply.



## Responsibilities

- Manage the delivery of key areas of the annual OzAsia Festival In-Theatre program including international productions, Australian works, new commissions and collaborative projects.
- Collaborate closely with Artistic Director on development and support for new commissioning projects, new works, collaborations and artistic exchanges.
- Oversee all in-theatre venue bookings and holds both at AFCT and other venues and locations.
- Negotiate, draft and finalise contractual and other arrangements with all artists related to the In-Theatre program.
- As required, attend performances and events at the request of the Artistic Director and provide feedback
- Collaborate with any non-AFCT venues used during OzAsia Festival for in-theatre program delivery
- Perform any other duties as directed by the Manager, within level of skills, experience and competence.

## Competencies and Skills

- Experience with contracting artists.
- Excellent communication and interpersonal skills.
- Previous experience working in programming or producing areas of multi-arts festivals or performing arts centre.
- Excellent negotiating skills.
- An ability to operate with initiative and with minimal supervision
- Sound administrative skills including computer literacy in Word and Excel.
- A good understanding of the arts/entertainment industry.
- Tertiary qualifications in arts management or related areas is highly desirable



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## Benefits and Culture

The Adelaide Festival Centre Trust offer a range of benefits to its employees including salary packaging, flexible working arrangements and staff price tickets to shows, festivals and productions.

The South Australian public sector supports flexible ways of working including part-time working arrangements wherever reasonably possible. The sector is diverse and desires to increase in diversity and to create opportunities for more South Australians.

## Applications

All applications will be treated in strict confidence and must include a cover letter stating your potential contribution to this role, the relevant skills and experience you can offer Adelaide Festival Centre, together with a current resume identifying relevant career, personal and educational achievements.

For more information about the Adelaide Festival Centre and a copy of the position description, please visit the Employment page on our website: [www.adelaidefestivalcentre.com.au](http://www.adelaidefestivalcentre.com.au). Enquires can be directed to **Joseph Mitchell, Artistic Director – OzAsia Festival** at [Joseph.Mitchell@adelaidefestivalcentre.com.au](mailto:Joseph.Mitchell@adelaidefestivalcentre.com.au).

**Please submit all applications via SEEK by 4:00 pm ACDT Monday 5 February 2018.**