

POSITION DESCRIPTION

POSITION TITLE	Associate Producer
REPORTS TO	Artistic Director through the Lead Producer
KEY RELATIONSHIPS	Production and Technical Lead, Production Managers, Company Administrator, Marketing & Communications Manager, creative teams.
CONTRACT PERIOD	Permanent position with a six month probation period
STATUS	Part-time (24 hours/week) with flexible working options

NORPA is one of Australia's most exciting regionally based theatre companies.

NORPA (Northern Rivers Performing Arts) is based on Bundjalung Country. Our home is in Lismore, in the beautiful Northern Rivers. We take inspiration from the country and culture around us, and we take risks in bringing stories to life. Our theatre productions are original, site-specific, place based, relevant and contemporary.

As a key creative organisation for the Northern Rivers, we play a pivotal role in our local and regional creative community through the work we make and how we support the development of the artform and artists. We are recognised as a national leader in making theatre that directly responds to and speaks to the role of artists and art in our changing environment.

Position Overview

NORPA's Associate Producer is a key role in NORPA's creative team led by the Artistic Director. The role supports our Lead Producer to coordinate and deliver NORPA's creative program and projects. Working closely with artists, creative teams and the broader NORPA team, the Associate Producer ensures projects are well planned, effectively communicated and delivered on time, on budget and in alignment with NORPA's artistic vision, values and strategic objectives.

This role requires a solid understanding and experience in the delivery of arts projects, exceptional organisational skills, clear communication, sound judgement and a collaborative, flexible approach to working across multiple projects at different stages of development and delivery.

Key Responsibilities

Key Area and Objective	Core Deliverables
Producing Support the successful production and delivery of NORPA's creative program.	<ul style="list-style-type: none"> Contribute to the planning, coordination and implementation of NORPA creative projects; Produce NORPA-created work and projects as directed by the Lead Producer; Support the Artistic Director and the Lead Producer to coordinate all creative and production elements of projects, including: <ul style="list-style-type: none"> Engaging and contracting creatives, artists and relevant contractors; Coordinating schedules, travel and accommodation, and venue bookings; Administering new work commissions, remounts, restaging, programming and creative development programs; Managing artist liaison and day-to-day communications;

	<ul style="list-style-type: none"> ◇ Compiling and coordinating marketing assets and promotional information in collaboration with the Marketing team; ◇ Maintaining programming and creative calendars, meeting notes and project communications; ◇ Liaising with technical, production and venue teams; ◇ Coordinating project evaluation, reporting and feedback processes; ◇ Maintaining a working knowledge of relevant awards, certified agreements, WHS obligations and legislation applicable to performers, artists and artsworke.
Finance Administration Support the effective management of project budgets and financial reporting.	<ul style="list-style-type: none"> • Assist with the preparation, monitoring and revision of project budgets. • Track expenditure and income against approved budgets and flag variances to the Lead Producer. • Communicate key project financial information to the Lead Producer, Executive Director and relevant staff as required. • Prepare and collate financial information for funding applications, reports and acquittals.
Networks and Relationships Support NORPA's relationships with artists, partners and stakeholders.	<ul style="list-style-type: none"> • Assist in maintaining and strengthening relationships with artists, collaborators, partners and community stakeholders; • Support NORPA's representation across arts, community, cultural and industry networks; • Represent NORPA at industry meetings, forums and gatherings as required; • Contribute to the development of strong, respectful and productive working relationships that reflect NORPA's values; and • Establish and maintain strong industry relationships and partnerships.
Organisational Contribution Contribute to a collaborative and well-functioning organisation.	<ul style="list-style-type: none"> • Work collaboratively with NORPA staff across artistic, producing, technical, marketing and operations areas; • Contribute to internal planning, meetings and reporting processes; • Support a positive, inclusive and safe working environment in line with NORPA policies and procedures; • Support the Artistic Director and Executive Director as required; and • Undertake other duties consistent with the role as reasonably directed.

Key skills and attributes

- Demonstrated experience in arts producing or production coordination.
- Strong organisational and administrative skills with the ability to manage multiple projects and competing deadlines.
- Clear written and verbal communication skills.
- Financial literacy and experience working with project budgets.
- Strong interpersonal skills and experience working with artists and creative teams.
- High level of initiative, attention to detail and problem-solving ability.
- Capacity to work collaboratively and flexibly in a dynamic arts environment.
- Commitment to NORPA's artistic vision, values and place-based practice.

Remuneration and conditions

NORPA offers a salary of \$77,000 per annum pro-rata for this role.

You will work 24 hours a week over three-four days Mon-Thurs from our office in Lismore, NSW. Working remotely for some hours can be negotiated.

Flexibility to work evenings and weekends may be required at times, with additional hours during key periods compensated by time in lieu.

This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.