

ARTISTIC COORDINATOR

Ensemble Theatre is seeking a talented and enthusiastic Artistic Coordinator to join the company's Artistic team. The successful applicant will be an all-around great human with exceptional creative, communication and problem-solving skills and a can-do attitude.



A CHRISTMAS CAROL, adapted by Hilary Bell. Photo by Jaimi Joy.

ABOUT US

Ensemble Theatre in Kirribilli, Sydney is Australia's longest continuously running professional theatre company. We are a welcoming and inclusive theatre for everyone and give voice to diverse stories by presenting an annual season of exceptional plays by Australian and international playwrights. In recent years the company has embarked on a period of reflection and significant change to ensure continued artistic development, audience growth and financial sustainability. Ensemble Theatre is supported by a healthy subscriber base, experienced staff and an enthusiastic and engaged board.

Complementing the annual season are audience experience and education programs which offer opportunities to emerging artists and young people. Ensemble is committed to being an influential and trusted arts leader contributing to national conversations and social change in our local community, NSW and beyond.



ALONE IT STANDS by John Breen. Photo by Prudence Upton.

THE ROLE

The Artistic Coordinator is a key member of the Ensemble Theatre artistic team and supports the Artistic Director and Senior Producer to organise the annual season of productions, including research, casting and contracting, touring support, grant writing, development of new works and delivery of other artistic events. The Artistic Coordinator also provides administrative support to the Artistic Director and Executive Director in their day-to-day operational activities and for a range of programs as directed by the Executive Director.

RESPONSIBILITIES

- Provide day-to-day support to the Senior Producer to ensure delivery of Ensemble's annual season, touring and events
- Coordinate workshops, readings, auditions, and associated events and seek relevant approvals as directed, eg APRA
- Draft contracts and manage distribution and filing of all contract and employment documentation to relevant departments
- Undertake artistic research as directed
- Attend first readings, rehearsal runs, dress rehearsals, opening night, closing night and other performances as required.
- Manage the Artistic Director's calendar and schedule regular meetings with department heads as necessary
- Assist the Executive Director to maintain Ensemble's Reconciliation Action Plan priorities
- Maintain company policies and artistic procedures



- Coordinate annual staff training sessions, eg Appropriate Behaviour in the Workplace, Disability Awareness and Cultural training, Mental Health First Aid
- Maintain Gant and other important artistic schedules for annual season
- Coordinate delivery of funding applications and acquittals
- Schedule staff meetings and take minutes for the weekly Senior Management meeting
- Other administrative and producing tasks as required

SELECTION CRITERIA

- Two years' experience at a professional level within the Performing Arts or Entertainment sector.
- Knowledge of arts practitioners and contemporary performing arts practice within NSW
- Strong planning skills with a demonstrated ability to meet deadlines, and successfully manage priorities in a busy environment.
- Excellent interpersonal and written communication skills and attention to detail
- Experience in grant writing, funding applications and acquittals
- Familiarity with the Live Performance Award and MEAA
- Proficiency in Microsoft 365 software including Outlook, Word and Excel
- Demonstrated ability to work effectively both within a small team and autonomously
- Willingness and flexibility to work extended hours as required.

POSITION HOURS, REMUNERATION AND BENEFITS

- The position is 30 hours per week
- Annual salary is \$55,000 - \$60,000 pro-rata, commensurate with experience
- Plus Superannuation at 11%
- Industry award entitlements apply, e.g. annual and sick leave
- Laptop with ability to network from home
- Complimentary tickets to Ensemble Theatre productions
- After-hours attendance of some Ensemble Theatre events will be required
- Ensemble Theatre is a small team and as such there may be times when you are required to assume additional tasks as the need arises. A willingness to learn additional skills and an interest in all areas of theatre production is essential.

MAKING AN APPLICATION

Ensemble Theatre welcomes applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds, people with disability, refugee status and members of the LGBTQIA+ community.

Please email your application, including a cover letter and a copy of your current CV via email to Loretta Busby, Executive Director loretta@ensemble.com.au

Please include the words 'Artistic Coordinator' in the subject line of email.

Applications close 11.59pm Wednesday 20th of March 2024.

Please note: Close date is subject to change, as Ensemble is keen to interview early and may fill the position if we find the right candidate. We recommend submitting ASAP.

For further information please contact Loretta Busby (02) 8918 3400.



THE ONE by Vanessa Bates. Photo by Prudence Upton.