

ARTISTIC ADMINISTRATOR

COMMUNICATE • COORDINATE • SUPPORT

Play a leading role behind the scenes at Ensemble Theatre

Ensemble Theatre is seeking an experienced and highly organised **Artistic Administrator** to work closely with our Senior Producer in delivering our bold annual season.



THE HALF-LIFE OF MARIE CURIE by Lauren Gunderson. Directed by Liesel Badorrek. Photo by Prudence Upton.

ABOUT US

Ensemble Theatre proudly operates on Cammeraygal land in Kirribilli, on the shores of Sydney Harbour. As Australia's longest continuously running professional theatre company, we've been creating exceptional theatre for over 67 years. Our intimate 220-seat venue presents bold, world-class productions year-round, driven by powerful storytelling and artistic excellence.

With a proud history of nurturing artists and championing new writing, Ensemble has commissioned and developed dozens of new Australian plays, many of which have gone on to national tours and acclaim. Alongside our mainstage program, we deliver an extensive education and community engagement program, connecting with young people, emerging artists, and diverse audiences across Sydney, regional NSW, and beyond.

With a small, experienced team at its heart, Ensemble is a dynamic creative hub where artists and audiences connect, collaborate, and are inspired.



View of Ensemble from the Production Office. Photo by Prudence Upton

JOIN AUSTRALIA'S LONGEST CONTINUOUSLY RUNNING PROFESSIONAL THEATRE!

JOB DESCRIPTION

Ensemble is seeking a highly organised and proactive **Artistic Administrator** to work closely with the **Senior Producer** in delivering Ensemble's annual artistic program. This role is primarily responsible for coordinating casting, contracts, licensing, artist communications, and key production documentation, ensuring smooth and efficient artistic operations across the company.

Alongside this core artistic administration workload, the position provides secondary administrative support to the Artistic Director and Executive Director, including scheduling, correspondence, governance, HR, and funding-related tasks.

This role is ideal for someone who excels at detail, communication, and coordination, and who thrives in a fast-paced creative environment while working closely with artists, agents, creatives, internal teams, and external stakeholders.

Capabilities & Selection Criteria

Essential

1. Administration & Organisation

- Demonstrated experience in providing high-level Arts or related industry administrative support in a busy, multi-stakeholder environment.
- Strong organisational skills with the ability to manage competing deadlines across multiple projects.
- Excellent attention to detail, particularly in documentation and contract preparation.

2. Communication & Interpersonal Skills

- Excellent written and verbal communication skills, with the ability to liaise professionally with internal teams, performers, agents, and external partners.
- Ability to represent the organisation positively and professionally.

3. Production or Arts Administration Knowledge

- Understanding of performing arts production processes (rehearsals, casting, production timelines, licensing, contracting).
- Experience coordinating meetings, schedules, and project documentation.

4. Technical & Digital Skills

- Proficiency with Microsoft office software, Docusign and document management platforms.
- Ability to maintain accurate digital filing and tracking systems (spreadsheets, calendars, records).

5. Initiative & Problem-Solving

- Ability to work autonomously, anticipate needs, and resolve issues proactively.
- Flexibility and adaptability in a fast-paced environment.

Desirable

- Experience in theatre, performing arts, film, or a similar creative industry.
- Familiarity with casting processes and working with agents.
- Experience with funding applications or reporting.
- Understanding of HR processes and policy management.

Qualifications & Experience

- Minimum 2–3 years' experience in an administrative or coordination role, ideally in the arts or a project-based environment

Position Hours, Remuneration & Benefits

- 38 hours per week and we will consider flexible hours for the right candidate.
- Salary: \$70,000 pro-rata + 12% superannuation.
- Leave entitlements include 20 days annual leave and 10 days personal leave per year.
- Complimentary tickets to Ensemble Theatre productions.

Making an Application

Please email your application, including:

- A cover letter addressing the selection criteria, and
- A current CV

to carlyp@ensemble.com.au with **ARTISTIC ADMINISTRATOR** in the subject line.

For further information, contact Senior Producer, Carly Pickard
on (02) 8918 3403.

Applications will be reviewed as they are received. **The closing date is 5pm, Friday 2 January,**
unless a suitable candidate is appointed earlier.

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

Applicants must be Australian residents or hold a current, appropriate working visa.



PRIMARY TRUST by Ebony Booth. Directed by Darren Yap. Photo by Prudence Upton.