

POSITION DESCRIPTION

ILBIJERRI Theatre Company is seeking either a **Producer** or **Associate Producer** to join our Producing team. The title and salary are flexible depending on the successful candidate's level of skill and experience.

ENGAGEMENT	Full-Time, initial 12-month fixed term contract
REPORTS TO	Head of Producing
SUPERVISES	N/A
TITLE	Producer or Associate Producer (depending on experience)
SALARY	\$70,000 - \$80,000 per annum + superannuation Commensurate with experience

Note: This is a First Peoples (Aboriginal &/or Torres Strait Islander) identified position. If you have questions about your eligibility, or meet some but not all of the below criteria, we warmly encourage you to reach out to us to discuss your application.

ABOUT ILBIJERRI THEATRE COMPANY

ILBIJERRI is the longest-established First Peoples' theatre company in Australia, celebrating 30 years strong in 2021 and creating, presenting and touring powerful and engaging theatre by First Peoples artists to audiences across Australia and the world. ILBIJERRI Theatre Company is a fast-growing company, recently joining the National Performing Arts Partnership Framework (NPAPF), and increasing its reach and influence across the performing arts sector.

ILBIJERRI believes in the power of First Peoples voices. Our creative processes support the empowerment of First Peoples artists and communities to tell our stories, from our perspective. Established in 1990 as an NFP cooperative company, and based in Melbourne, ILBIJERRI is the longest running First Peoples theatre company in Australia. Since 1990 we have been initiating and developing performances in collaboration with our community and artists. ILBIJERRI productions have toured nationally and internationally, received critical acclaim and resonated with both First Peoples and non- First Peoples audiences.

KEY RESPONSIBILITIES

Project Management

- Deliver and administer ILBIJERRI projects.
- Work collaboratively with artists and community, especially in planning and presentation stages.
- Research and source artists, creatives and production crew, negotiate agreements and contracts, and manage all relationships throughout the project.
- Liaise with the creative team, presenters and staff to deliver high caliber projects.
- Oversee and prepare contracts, working in collaboration with the Head of Producing and General Manager to ensure agreement systems are effective and accurate.
- Ensure all project schedules are prepared, maintained, accurate, updated, and distributed as needed to relevant personnel.
- Coordinate risk assessment and risk management of projects.
- Ensure project meetings are run regularly and effectively, and liaise with appropriate staff across the organisation.
- Participate in project evaluations with artists, participants & stakeholders.
- Book venues (for developments, rehearsals etc.) and liaise with venue staff.
- Negotiate and create venue agreements
- Assist with the preparation of evaluations, reports and analysis to ensure projects are meeting their goals, objectives and targets.
- Provide progress reports to the Executive Team and board (as requested).

Financial Management

- Scope, develop and manage project budgets, resources, and funding partners.
- Oversee project budgets including tracking income, expenditure, and reconciliation.
- Contribute to financial reports in conjunction with the Finance Manager and General Manager and identify and communicate budget variances to them in a timely way.
- Assist the Executive Director & Development Manager to identify and secure project funding from philanthropic, corporate and government funding sources.
- Deliver acquittal reports to deadlines as required.

Relationship Building

- Maintain strong relationships and trust with members of the First Peoples community to support their participation and engagement in ILBIJERRI projects, including as creatives/performers, volunteers, audiences and community members.
- Build and maintain strong relationships with recurring and new presenters in order to sell or partner on ILBIJERRI work.
- Maintain awareness of artistic projects by First Peoples artists and share information with the company and its stakeholders.
- Contribute to the quality of internal and external relationships with key ILBIJERRI partners/stakeholders - through clear communication, effective meetings, solid planning, and strong attention to detail.
- Work collaboratively and professionally with all ILBIJERRI staff and each project's creative team to ensure the success of all projects and tours.

Tour Coordination

- Negotiate and prepare contracts for presenters and venues.
 - Respond to enquiries from presenters, providing accurate and timely information.
 - Administer pre-production of touring shows and ensure all material is successfully handed over to the tour manager/production manager.
-

- Coordinate technical requirements of the tour in conjunction with venues and the tour manager/production manager.
- Coordinate tour scheduling, working with partners and funders to achieve on time and on budget, to maximise the effectiveness of each tour.
- Coordinate and book accommodation and travel associated with the tour and provide concise information for the tour party.
- Coordinate data collection from the tour party and presenters and generate reports as required for management, board and funding partners.
- Ensure all projects are well documented and filed, including ensuring all files and reports are submitted by stage and production managers.

Marketing & Communication Support

- Assist the Marketing Team to produce timely and accurate promotional materials for projects and tours by supplying schedules and artist and event information within required timeframes.

SELECTION CRITERIA

- Experience and understanding of working with First Peoples Cultures and Communities, particularly in relation to arts and culture.
- Experience in a similar role or a role with similar responsibilities (e.g. logistics, project management, programming).
- Demonstrated networks within the First Peoples and Australian arts community
- Demonstrated administrative and organisational skills, alongside practical producing, contracting and budgeting experience
- Excellent communication skills and ability to work with a diverse range of people including artists, presenters, stakeholders and the First Peoples community
- Capacity to work autonomously, manage deadlines and show initiative.
- Enthusiastic and hard-working attitude and a willingness to learn.
- In addition to the above criteria, we are looking for a candidate who is professional, respectful, motivated, innovative and culturally aware, and possesses a commitment to furthering ILBIJERRI's Mission in line with our Organisational Values.

APPLICATION PROCESS

Please send a current CV and one-page cover letter to the General Manager, Madeleine Gandhi, at: jobs@ilbijerri.com.au by **10am on Monday 14 July 2025**. Your application should be emailed as a single PDF with your name in the title.

If, after reading through this document and visiting our website, you have further questions about the role, please email Head of Producing Nina Bonacci at: nina@ilbijerri.com.au and copy in madeleine@ilbijerri.com.au. While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally. We appreciate your patience in not contacting us during this time.
