

POSITION DESCRIPTION

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

NOTE: This role is only open to First Peoples (Aboriginal &/or Torres Strait Islander) applicants. 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.

ENGAGEMENT	Part-Time (0.6 FTE) 3 days per week Initial 12-month fixed term contract
REPORTS TO	Head of Producing, Nina Bonacci
WORKS CLOSELY WITH	Community Producer, Lisa Parris
LOCATION	Melbourne Local and interstate travel required from time to time
TITLE	Community Producer or Associate Community Producer (depending on experience)
SALARY	\$70,000 - \$80,000 per annum + superannuation Commensurate with experience

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. 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, 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.

At ILBIJERRI, we value and support our staff in many ways, such as:

- Access to Cultural Leave
- Individual psychological support from a First Nations EAP
- Professional development opportunities
- Central location at the vibrant Collingwood Yards precinct
- Monthly phone allowance and access to a work laptop

KEY RESPONSIBILITIES

The Community Producer plays a vital role in the delivery of a diverse program of Community and Social Impact work, touring, community development and community engagement. The role requires experience in project management particularly in contracting, scheduling, logistics, relationship building and budgeting. The Community Producer works closely with the Community Producing Team, the wider Producing Team and Executive Management, for the day-to-day delivery of ILBIJERRI's Community program, administer the creation of new Social Impact work, plan and assess future Community and Social Impact projects and touring, and support the development of new community development initiatives and programs.

Community Engagement

- In conjunction with the Executive (Co-CEOs) and the Community Producing team, develop and implement a Community Engagement Action Plan across ILBIJERRI's program.
- Work closely with the Community Producing team to ensure there is strong community engagement across ILBIJERRI's program.
- Foster ILBIJERRI's relationships in the Health sector to create work that helps address systematic inequalities for our Aboriginal and Torres Strait Islander Community
- Work collaboratively with the wider Producing team, especially during planning and presentation stages of projects, to ensure community engagement is a priority.
- Work closely with the wider ILBIJERRI team to ensure there is strong community engagement with all ILBIJERRI activities and projects.
- Build and maintain strong relationships and trust with First Peoples communities to support their engagement with ILBIJERRI.

- Research and connect with First Peoples community groups and organisations to build long- term relationships.
- Participate in project evaluations with communities, participants & stakeholders.
- Contribute to the quality of internal and external relationships with relevant ILBIJERRI partners and stakeholders - through clear communication, solid planning, and strong attention to detail. Maintain awareness of artistic projects by First Peoples artists and share information with the company and its stakeholders.

Project Management

- Research and source artists, creatives and production crew, negotiate agreements and contracts, and manage relationships throughout project
- Ensure all project schedules are prepared, maintained, accurate, updated, and distributed as needed to relevant personnel
- Ensure project meetings are run regularly and effectively, and liaise with appropriate staff across the organisation.
- Book venues (for workshops, developments, rehearsals etc.) and liaise with venue staff
- Provide progress reports to the Executive Team and board (as requested).

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.

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.

SELECTION CRITERIA

Key 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. community engagement, project management, tour coordination).
- Demonstrated networks within the First Peoples and Australian arts community &/or First Peoples health sector
- Demonstrated administrative and organisational skills, ideally across multiple projects
- Excellent communication skills and ability to work with a diverse range of people including artists, presenters, health workers, stakeholders and the First Peoples Community
- Capacity to work both collaboratively with consultation, as well as autonomously, managing deadlines and showing 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.

Desirable Experience

- Experience working with Health Organisations
- Practical producing, contracting and budgeting experience

APPLICATION PROCESS

Please send a current CV and one-page cover letter to the Executive Director/Co-CEO, Ping Flynn, at: jobs@ilbijerri.com.au by **10pm on Sunday 21 September 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 Ping Flynn at: ping@ilbijerri.com.au and copy in General Manager, Madeleine Gandhi at: madeleine@ilbijerri.com.au. While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally. We appreciate your patience.



Collingwood Yards
Unit 104, 30 Perry street
Collingwood | Melbourne
VIC 3066
AUSTRALIA

T +61 3 9329 9097
E enquiry@ilbijerri.com.au

ABN 27 865 864 658