

New Works Producer

Position Details	
Position Title:	New Works Producer
Eligibility:	This is a designated role for those identifying as Aboriginal or Torres Strait Islander
Award Classification:	Live Performance Award 2020 Production and Support Staff Level 7
Salary Range:	\$80,000 - \$85,000 pro rata + superannuation <i>Commensurate with experience</i>
Usual Work Location:	ILBIJERRI Office, Collingwood Yards, Naarm (Melbourne) with hybrid flexibility available
Tenure:	Part-Time 12-month contract, subject to renewal
FTE:	0.6 FTE (3 days)
Projects:	- Bullymen & Me national project - Commissioning & New Work Development - Additional new works (TBD) subject to capacity and programming
Position Reports To:	Artistic Director
Key Interfaces:	Producing Team, Senior Producer, commissioned playwrights, touring and presenting partners

Application Process	
Deadline	21 st September 2026
Interviews	1-14 October 2026
Commencement	November 2026
Contact	If you have any questions about the process or require accommodations, please contact Jessica at hr@ilbijerri.com.au .

About ILBIJERRI

ILBIJERRI is one of Australia's leading theatre companies creating innovative works by First Peoples artists. The longest established First Peoples theatre company in Australia, ILBIJERRI creates, presents and tours powerful and engaging theatre by First Peoples artists that gives voice to our Cultures.

ILBIJERRI is committed to growing a sustainable and vibrant First Peoples arts ecology and is investing in the next generation of First Peoples theatre makers and industry professionals. Deep listening with and for Community and Country is central to our work. We take seriously our role as cultural leaders, continuing to make work that speaks to the truth of this country, celebrating the extraordinary resilience and strength of First Peoples.

With 2021 marking 30 years since incorporation, ILBIJERRI continues to bring the brilliance and sophistication of bold, black voices to audiences in country halls, community spaces, prisons and major venues, across Australia and the world.

Position Purpose

The New Works Producer leads the producing and commissioning of new work by established playwrights and manages ILBIJERRI's national touring project Bullymen & Me, while providing additional producing support across the wider Producing Team. The role balances dedicated project delivery with flexible team support, ensuring ILBIJERRI's new work development and touring commitments are delivered to a high standard.

Bullymen & Me

Bullymen and Me is a major, multi-year national theatre initiative led by ILBIJERRI Theatre Company that brings together First Peoples artists, communities, and young people to create a large-scale verbatim work grounded in lived experience. Ceded in 2027 and delivered in phases over several years, this program will be designed as both an artistic process and a cultural intervention, one that centres the voices of First Peoples children who have encountered policing and the youth justice system, and reframes them within a platform of agency, authorship and truth-telling. A series of panel discussions, essays and fireside yarns will bring community advocates, experts, elders and families together to discuss ways to make Australia a safer place for our young ones.

Role Description

Commissioning & New Work Development

- Manage commissions for established playwrights, including timelines and creative development support
- Liaise with commissioned writers to support the development of new scripts through to production readiness
- Coordinate readings, workshops and development activities associated with commissioned works, including research and travel to Country
- Research and source artists and creatives; negotiate agreements, contracts and manage all relationships throughout the project

Bullymen & Me

- Co-ordinating a national team of lead artists to work collaboratively in a Three-Day Creative Summit to seed the dramaturgical and ethical framework for the project under the leadership of the Artistic Director
- Organise travel and accommodation for all project participants at each project phase.
- Support lead artists on their research field trip logistics and interviews
- Liaise with academic researchers at the University of Melbourne in accordance with our Partnership Agreement
- Arrange transcription of interviews
- Work with the Community Producer and Artistic Director to co-ordinate an expert panel of First People's Youth and Child Justice Workers, First People's Family Support experts and Young First People
- Work with lead artists and Artistic Director to plan and work towards theatre workshops for First People's children in partnership with Aboriginal Community Controlled Organisations
- Lead the producing and project management of Bullymen & Me as it tours nationally
- Manage touring logistics, travel, accommodation, partner venue relationships and scheduling for the national project

- Explore the potential for International First People's exchange with likeminded theatre companies in Aotearoa/New Zealand and Turtle Island/Canada.

Producing Team Support

- Provide additional producing support across the wider Producing Team in the commissioning and touring calendar
- Assist with general production administration and scheduling as required
- Oversee and prepare artist contracts, working in collaboration with the Executive team to ensure contract agreement systems are effective and accurate.
- Contribute to a collaborative and flexible team culture within the Producing Team
- Work collaboratively with artists and community, especially during planning and presentation stages.
- Liaise with the creative/artistic team, presenters and project staff to deliver projects at a very high quality.
- Conduct risk assessment and risk management of projects
- Ensure project meetings are run regularly and effectively and liaise with appropriate staff across the organisation

Administrative & Reporting

- Develop and maintain accurate project documentation, actions, budgets and reporting for all New Works, commissions and Bullymen & Me
- Support funding acquittals and reporting requirements related to commissioned works and touring projects
- Undertake other duties as reasonably directed, commensurate with the role
- Identify and manage potential conflicts or challenges for project delivery in liaison with the Executive Team
- Participate in project evaluations with artists, participants & stakeholders
- Lead 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)

Key Selection Criteria

Essential Expertise

- Demonstrated experience producing new work and/or touring productions in the performing arts sector
- Proficiency in Microsoft Office (Excel, Word, Outlook & MS Teams) (AirTable desirable)
- Experience managing commissions and working directly with playwrights or writers
- Strong project management skills, including budgeting, scheduling and stakeholder liaison
- Sound understanding of, and commitment to, cultural protocols when working with First Peoples artists and communities

Desired Competencies and Experience

Competency	Description
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1. Commissioning & Development	Experience supporting playwrights through script development, from commission to production readiness and managing multiple commissions concurrently, each at different stages of development.
2. Touring & Logistics	Experience coordinating national touring logistics, including venue and partner liaison. Ability to problem solve while production is on the road (venue changes, scheduling conflicts, travel disruptions etc).
3. Budget & Reporting	Confidence building, managing and reconciling project budgets and preparing funding acquittal reports. Confidence in using reporting tools and communicating budget updates clearly to stakeholders.
4. Flexibility & Team Support	Willingness to flex across commissioning, touring and broader Producing Team support as workload requires. Excellent prioritisation to manage workload and schedule in a part-time role. Ability to support the broader team with overflow or busy producing peak periods.

Pre-employment Screening Requirements

All applicants may be subject to the following pre-employment checks:

- National Police Check
- Working with Children's Check (Employment)

Employment Information

- In-person interviews will be scheduled for the first fortnight of October 2026, with an ideal start date in early November 2026.
- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or VISA.
- Applicants must identify as Aboriginal or Torres Strait Islander
- All new appointments will be subject to a 6-month probation period.

Privacy and Diversity

The collection and handling of applications and personal information will be consistent with the requirements of the Privacy Act.

Diversity is a core value at ILBIJERRI. We are passionate about building and sustaining an inclusive and equitable working environment for our whole team. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

ILBIJERRI respectfully acknowledges the Traditional Custodians of the lands on which we work and pay respect to their Elders past, present, and emerging. We are committed to engaging with First Nations communities in a culturally safe, respectful, and inclusive manner, and encourage applications from First Nations people.

Applicants are encouraged to discuss any reasonable adjustments they may need during the recruitment process. ILBIJERRI recognises that candidates may have diverse needs and is

committed to working collaboratively to provide appropriate support to enable full participation and engagement through the process.