



JOB DESCRIPTION

Title:	Performance Space & Force Majeure Program Assistant
Conditions:	This role is open to Aboriginal and Torres Strait Islander applicants only.
Hours:	Part Time and Full Time
Basis of employment:	Contract, October 2017 – October 2018
Salary range:	\$55,000 per annum, plus superannuation, pro rata

Performance Space's standard Terms and Conditions of Employment form part of this job description.

To apply for this role, please send your CV and a cover letter outlining your interest and experience to Vanessa Lloyd: vanessa@performancespace.com.au before **21 September 2017**.

ABOUT THE ROLE

This role is kindly supported by Create NSW as part of the Aboriginal Employment Program. This role is open to Aboriginal and Torres Strait Islander applicants only.

Projects include:

Liveworks Festival of Experimental Art
Performance Space Indigenous Leadership Exchange Program
Force Majeure presentation of new work

PROGRAM ASSISTANT: DUTIES

The Program Assistant will work part-time and full time on a project basis between Performance Space and Force Majeure at Carriageworks:

Full time in October 2017 through to January 2018

Part time in Feb-Sept 2018

At **Performance Space**, the Program Assistant works closely with the Performance Space team to assist with delivery of the Liveworks Festival of Experimental Art. Liveworks is an annual, two-week festival held at Carriageworks presenting experimental and interdisciplinary art from across Australia and the Asia-Pacific region. Duties over this time include:

- Support the Performance Space programming team to source materials, props and supplies for festival projects.
- Assist artists in the festival through hosting, providing information packages and other duties.
- Support the Performance Space marketing team to distribute, mail out, and coordinate promotional material for Liveworks.
- Assist with planning, setting up and packing down individual events in the festival.
- Provide administrative support to the Performance Space office to ensure the smooth delivery of the Liveworks festival.
- This role will also assist the General Manager and the Artistic Director in delivering Performance Space's Indigenous Leadership Exchange program in 2017-18.

At **Force Majeure**, the Program Assistant will work closely with the Force Majeure team in coordinating and delivering upcoming projects, providing administrative support to the Executive Producer and Artistic Director, and assisting the Marketing Manager with campaigns.

HOW TO APPLY

Do you enjoy the arts?

Do you have great communication skills?

Are you organised and like delivering projects in a team?

Do you have good computing skills?

Do you know how to use social media?

Are you ready to work in a fast and fun festival and arts environment?

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Have question? Email Vanessa or call on 02 8571 9116

Performance Space and Force Majeure are committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.

ABOUT PERFORMANCE SPACE

www.performancespace.com.au

Performance Space is the crucible for risk-taking artists. Emerging over 30 years ago in response to artists' articulated desire to explore and investigate new forms of art, Performance Space has consistently identified, nurtured and presented new directions in contemporary practice. We champion risk, experimentation, and new modes of creative expression. Performance Space continues to evolve and renew to meet the needs of the independent sector and explore new models for developing and presenting the most critical and important new work.

The breadth of our organisational and artistic activity is informed and underpinned by a commitment to diversity. Performance Space embraces a diversity of artistic and cultural perspectives as being fundamental to a vibrant and engaging experimental arts culture. We

therefore privilege the work of Aboriginal artists, practitioners from diverse cultural backgrounds, artists exploring new takes on sex and gender, disability and artists pushing the boundaries of the human through experiments with new technology.

ABOUT FORCE MAJEURE

www.forcemajeure.com.au

Led by Artistic Director Danielle Micich, Force Majeure produces critically acclaimed dance theatre.

Using its trademark blend of text and movement, the company makes original dance theatre works reflecting Australian life in all its diversity, by exploring and questioning contemporary culture using intelligence, humour and insight.

A resident company at Carriageworks, the company has set the standard for movement based theatre in Australia. Force Majeure has presented major works with Adelaide Festival, Belvoir, Melbourne Festival, Sydney Festival, Sydney Theatre Company, Lyon Biennale de la Danse, Place des Arts Montreal, Dublin Theatre Festival and Seoul Performing Arts Festival.

Force Majeure is committed to supporting the development of dance theatre in Australia. The organisation has nurtured the independent dance careers of Kristina Chan, Ghenoa Gela and Byron Perry.