



## CASUAL JUNIOR PRODUCER CALL OUT

Title: **Casual Junior Producer**

Hours: Hours will be casual throughout the year and will vary depending on the event or program. Will often include nights and weekends.

Salary: \$30 an hour

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

**Location of work:** Performance Space is a resident company at Carriageworks, 245 Wilson St Eveleigh NSW 2015. Some of our events and programs are held off site in other venues throughout Sydney's Inner West, Inner East and CBD.

Position will require the candidates to travel across Sydney for various duties as required.

**Applications Due: 11.59pm, Sunday 7th Aug 2022**

### ABOUT PERFORMANCE SPACE

Performance Space is the crucible for risk-taking artists. Emerging over 38 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.

### POSITION OVERVIEW

Are you a junior producer looking for experience? Or an arts or events recent graduate or student looking to get a foot into the industry?

EVERY SPACE IS A PERFORMANCE SPACE  
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We're looking for new producers to help us bring to life a plethora of events and programs throughout the year. Everything from public showcases, artist development programs, donor and supporter events right up to our flagship event Liveworks Festival of Experimental Art.

Reporting to the lead on the event, you'll be assisting in the roll out including administration, face-to-face roles and customers and artists, backstage assistance and general event duties.

We are looking for people with initiative, professionalism and positivity.

## **SELECTION CRITERIA**

### Essential

- An interest in the arts, particularly experimental performance work
- Ability to manage and prioritise multiple tasks at once
- Ability to communicate effectively within a team
- Ability to work proactively to complete tasks with initiative and self learning
- Experience working with word processing, spreadsheets and email software
- High level of communication skills both written and oral
- Attention to detail

### Desirable

- Experience working in a customer facing role
- Experience working with Experimental, Contemporary, Performative or Live Art practices
- Experience delivering events or productions of any kind
- Familiarity with the technical and production needs of artistic projects in different contexts (eg. black box theatres, public spaces, heritage venues).
- A current Australian Driver's Licence

## **HOW TO APPLY**

Please note that this is a call out for potential roles in the future. We will be in contact with all applicants after the closing date with next steps. These roles come up throughout the year.

### **To apply for the post of Festival Producer please send us:**

- a curriculum vitae (cv) of no more than two pages;
- a statement of no more than one page that illustrates how your skills, knowledge and experience match the Selection Criteria and Position Description.

Please ensure your full contact details including phone number and postal address, are included in your CV or covering email.

We will only accept applications by email. Please use the subject line 'Junior producer call out - First name Last name'. Email your application to [kate@performancespace.com.au](mailto:kate@performancespace.com.au)

Please provide all attachments as PDFs.

**The deadline is 11.59pm, Sunday 7th Aug 2022.**

Performance Space is 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.