



Yirra Yaakin Theatre Company
Whadjuk Boodjar
Subiaco Arts Centre | 180 Hamersley Road
Subiaco (Wandaraguttgurup)
Western Australia 6008

TEL: (08) 9380 3040
www.yirrayaakin.com.au

Position Title Associate Producer (1.0 FTE)
(Aboriginal or Torres Strait Islander Identified Position)

Associate Producer (0.6 FTE)
(Aboriginal or Torres Strait Islander Identified Position)

Reports to Senior Producer

About Yirra Yaakin

Yirra Yaakin creates, presents, and celebrates Aboriginal theatre, performance, and stories.

About the work area

Guided by Yirra Yaakin's values and strategic vision, the producing team exists to realise the Artistic Director's vision. The producing team works to collaborate, commission, produce and tour Yirra Yaakin's original theatre productions across the state and around the country.

Role statement

Under the direction of the Senior Producer, the Associate Producer supports the planning and delivery of Yirra Yaakin's annual artistic program of theatre productions. The role also provides support for the planning and delivery of Yirra Yaakin's education and community engagement projects and events across the year.

The Associate Producer role is delivered with the full support of the Senior Producer and there is scope for ongoing professional development.

Key Tasks

Artistic Program

- Facilitate and deliver artistic projects in alignment with the artistic vision and community guidelines.
- Draft contracts for specific productions.
- Actively seek out opportunities for Yirra Yaakin's flagship development programs such as *Ngalaka Daa Ensemble*, *Yirra Yaarnz Writers' Group*.
- Support the work of the Artistic team to devise and enable opportunities for community gatherings, audience access and artist professional development.
- Coordinate the travel logistics of artistic programs, including coordination of air and ground transport and accommodation.

Funding / Financials

- In collaboration with the Senior Producer, manage and monitor project and program income and expenditure, within Yirra Yaakin policies and guidelines, using effective cost saving and



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control mechanisms and adhering to critical timelines.

- Assist with the fortnightly payroll and accounts payable or artists, creatives and other project staff and costs.
- Provision of artistic delivery budget information to the General Manager as requested.
- Contribute to funding application, reports, and acquittals as required.

Marketing & Communications

- Liaise with Marketing re box office income projections and ensure timely provision of information to assist with this process.
- Contribute to the planning and delivery of publicity and promotional activities for the artistic program.
- Ensure the relevant artistic information for campaigns are supplied in a timely manner.
- Contribute to copy for Yirra Yaakin collateral in collaboration with Marketing.
- Facilitate approvals by artists for marketing collateral as required.

Development

- Contribute to the planning and execution of events and partner activities.
- Contribute to proposals, reports, and acquittals as reasonably requested.

Organisational

- Participate in staff and artistic planning meetings and provide a written record of meetings for distribution to artistic team as required.
- Contribute to the evaluation and reporting for Yirra Yaakin programs, including monitoring and evaluation of outcomes, collection of statistical information, providing written communications on the progress and delivery, and assist with completing funding acquittals as required.
- Contribute to discussions and workshop sessions on Yirra Yaakin's strategic planning and direction.
- Represent Yirra Yaakin at industry events when required.

Community

- Liaise with artists, agents and stakeholders in a highly professional manner.
- Connect with relevant local and regional communities and organisations, presenters and artists and establish and maintain those relationships.
- Represent Yirra Yaakin in the community and build and manage relationships with key stakeholders.



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Role Requirements

- These are Aboriginal identified roles.
- Producing experience on a range of projects in the arts, events or community sectors.
- Good verbal, written communication (across a range of media).
- Proficiency in a range of computing skills and technology.
- Demonstrated interpersonal and communication skills, including negotiation and conflict resolution.
- Demonstrated administration skills and an ability to manage a high degree of complexity.
- Demonstrated knowledge of budget management.
- Ability to plan, prioritise and meet deadlines in a dynamic environment.
- Demonstrated ability to collaborate and communicate sensitively and effectively with people with diverse cultural, lived, and professional experience.
- Ability to self-manage, prioritise and problem solve, whilst being able to ask for support and help from the rest of the team when needed.

Special Requirements

This role will require some evening and weekend work during delivery periods, therefore a flexible approach to working hours is required.

To be eligible for this position, applicants must identify as Aboriginal or Torres Strait Islander.