



POSITION DESCRIPTION

NAME OF POSITION: First Nations Emerging Producer Internship

EMPLOYMENT TYPE: full-time (18-month contract). Note: may scale to fit programming/ part-time negotiable.

SALARY: \$70,000 +Superannuation (pro rata if part-time).

This role is a unique internship program working with Bangarra Dance Theatre and Moogahlin Performing Arts. You will:

- Be working at both companies' premises in Sydney (Bangarra resides in the Walsh Bay Arts Precinct, Hickson Road, Walsh Bay. Moogahlin is a Resident Company at Carriageworks in Eveleigh, and a Company in Residence with Blacktown Arts, and have a regional office in Brewarrina, Far-West NSW.)
- Enjoy flexible employment arrangements and travel opportunities.
- Receive professional training and development opportunities.

COMPANY PROFILES:

- **Bangarra Dance Theatre** is one of Australia's leading Aboriginal and Torres Strait Islander performing arts companies, widely acclaimed nationally and around the world for its powerful dance, distinctive theatrical voice and utterly unique soundscapes, music, and design.
- **Moogahlin Performing Arts** is a leading NSW-based First Peoples performing arts company. Moogahlin develops, produces, and presents new work, is strongly connected to community, and is committed to nurturing multiple generations of First Peoples arts practitioners locally, nationally, and internationally. Moogahlin was formed in Redfern, New South Wales in 2007 in honour of the late Kevin Smith's request and in memory of the founding members of the National Black Theatre.

POSITION OBJECTIVES:

Develop experience, skills and networks required to become an Associate/Executive Producer of First Peoples arts projects.

REPORTS TO:

Touring and Special Projects Manager, Bangarra Dance Theatre & Executive Producer, Moogahlin Performing Arts.

The Emerging Producer Intern will support the Bangarra and Moogahlin Artistic teams on project development and delivery across all company programs as required. As part of their on-the-job training, the Emerging Producer will have the opportunity to work across creative development, presentation and touring with each company. The work program and scheduling will be driven by programs and opportunities available with each company.

ESSENTIAL CRITERIA:

- This is an identified position. Under Section 14 of the NSW Anti-Discrimination Act 1977, Aboriginality is a genuine occupational qualification
- Experience and interest in the performing arts industry, particularly First Peoples performing arts
- Highly organised with the ability to prioritise, time manage, multi-task, work under pressure and meet competing deadlines
- Self-motivated with effective verbal and written communication skills, including the ability to

communicate effectively with people of all ages

- Experience working independently and with initiative as well as respond to direction and work as part of a team
- High proficiency in word processing, database and Microsoft Office software (especially Microsoft Word, Outlook and Excel)

MAJOR DUTIES:

Project Development

- Work on selected projects (planned in advance) with each organisation – including National mainstage touring, Regional touring, Festival works and emerging artistic programs including the Yellamundie Festival and Dance Clan program.
- Assist Moogahlin's Executive Producer and Bangarra's Touring and Special Projects Manager in all aspects of company production management – including presentation, touring and creative development.
- Attend regular meetings with the Artistic Directorates and Producers at each company to workshop and develop programs and projects.
- Attend artist, venue and community stakeholder meetings with the Artistic teams.
- Assist the Executive Producer and the Touring and Special Projects Manager to prepare and monitor budgets for selected projects
- Assist the Executive Producer and the Touring and Special Projects Manager with artist and venue contracts
- Liaise with Moogahlin's/Bangarra's project and production staff on technical requirements related to projects.
- Assist with production, and bump-in production requirements for projects in consultation with the Artistic Team and other project staff.
- Contribute to preparing funding applications for specific projects with Bangarra/Moogahlin artistic teams.
- Provide administrative support to the Bangarra/Moogahlin Artistic Teams, as required.
- The Emerging Producer is required to maintain effective relationships with; Bangarra and Moogahlin staff, Board, and production staff; Elders, community, and general public; Artists Partner organisations and presenter venue staff involved in Bangarra and Moogahlin projects and programs; and Suppliers and service providers

Project Delivery

- Maintain best practice standard of First Peoples cultural protocol across all programs and procedures
- Work with the production team across all processes and procedures in all aspects of a program
- Assist to ensure that timelines of program delivery remain on track, with particular emphasis on operational and administrative processes and project documentation including contracts and production specifications
- Support to organise project-based touring requirements for artists and staff
- Assist to prepare pay-schedules, production floats, per-diems, and other expenditure forms and processes
- Assist with project evaluation
- Work as a team with the Executive Producer and the Touring and Special Projects Manager, and all project staff to deliver all designated Bangarra and Moogahlin projects
- Attending and participating in publicity events and generally acting as an ambassador for Bangarra Dance Theatre and Moogahlin Performing Arts.

For further information

Please contact Phoebe Collier, Touring and Special Projects Manager for Bangarra on:

phoebe@bangarra.com.au or

0403 065 121

How to Apply

Application is by an Expression of Interest – please email a CV and a cover letter indicating why you are interested in the role and any relevant information about experience, skills or life experience to:

jobs@bangarra.com.au by 9am Monday 2 September 2024.

You are also welcome to submit a film/audio expression of interest of no more than 10 minutes duration. Please email jobs@bangarra.com.au if you want to use this option and need more information, please contact Phoebe Collier on 0403 065 121 to discuss this further.

A short list of candidates will be interviewed in September. The selection panel will include Bangarra Dance Theatre and Moogahlin Performing Arts representatives.