

## Job Description: Artistic Director 2019

### Position Overview and Context

Young People's Theatre, Newcastle, Inc. (YPT), a not-for profit organisation registered with the Australian Charities and Not-For-Profit Commission, is the premier theatrical training institution for youth in the Hunter and has nurtured the careers of many young people with aspirations to continue in the industry. It has provided training and performance opportunities for young people between the ages of 8 and 18 for over 70 years. YPT stages an annual season of productions to provide performance opportunities for the approximately 400 students in the YPT Theatre School.

The Artistic Director is an Operations Manager employed on a part time contract by the YPT Executive. By virtue of this role, the Artistic Director is a member of the Management Committee, the working group which plans and implements policies to maintain the focus for the organisation. The Artistic Director is required to support the YPT values of equity, commitment and inclusivity and to maintain a positive environment for students, parents and volunteers. In making decisions in the best interest of the organisation, the Artistic Director liaises with the President or delegate, as a representative of the Executive, and reports to the Management Committee. The Artistic Director has delegation to work broadly across support teams to ensure the successful staging of productions.

### Key duties will include but are not be limited to:

- lead the production planning program to develop an annotated table of possible productions indicating how the productions would meet the needs of YPT students in terms of interest and skill development; negotiate a final program of productions and activities with the Management Committee for the following year by at least the end of July of the current year; maintain the annual production calendar
- ensure creative teams are available for productions; direct or musically direct at least one production per annual season; assume responsibilities for a production, or find a replacement, should a director become unable to complete their duties; mentor and support upcoming directors and create opportunities for aspiring directors to gain experience
- function as a resource for the directors and provide support, counsel, and/or artistic input where required; contribute to the evaluation of projects and productions; be available to provide feedback from rehearsals prior to and during the immediate pre production period
- liaise with the President or delegate to ensure that production rights are acquired and that requirements are met; liaise with the Finance Manager regarding production budgets
- inform the Management Committee of all production and production support issues or problems in a timely manner
- liaise with the director to confirm design requirements; participate in Production Meetings on a per production basis; be a conduit to the production support teams ie. set, wardrobe, technical and promotional regarding design and logistics; represent the directors when they are not available to meet with the support teams
- ensure that support teams, cast, crew and volunteers are kept in a communication loop during the rehearsal and production phases; attend set construction / costume sewing circles on an agreed schedule to support coordinators and volunteers

- facilitate technical team support for all productions; facilitate rigging, plotting and focusing sessions and lighting/sound design team bump-in
- institute, implement and maintain processes to enable artistic, production and technical teams to make continuous improvements; induct new personnel, as appropriate
- represent the Theatre Company, as required; communicate with YPT families and external agencies, as appropriate
- participate in formal and informal training; facilitate professional development to support production teams
- attend General, Special and Management Committee Meetings; report, as required
- duties by virtue of Management Committee membership

The Artistic Director is a financial member of YPT, with a current employment Working with Children Clearance, who adheres to the YPT Constitution and policies including the Theatre Company Policy and the Code of Conduct for Executive Members, Paid Employees and Appointed Officers.

**Key competencies include the ability to:**

- promote organizational philosophy and goals
- diplomatically handle challenging or tense interpersonal situations
- promote cooperation and commitment within a team to achieve goals
- see the big, long-range picture
- work in busy environments with conflicting priorities
- manage projects
- adapt to changing business needs, conditions, and work responsibilities

**Essential Criteria**

- effective leadership in a collaborative environment
- demonstrated theatre production experience
- demonstrated networks in the theatre industry
- commitment to support emerging talent across the production areas
- IT skills and confidence to work with or to learn existing systems

Remuneration and hours of work to be negotiated based on skills and experience of successful applicant

**Application**

Please apply by emailing to [ypt@ypt.org.au](mailto:ypt@ypt.org.au):

- your up-to-date CV, and a
- a covering letter (no more than 2 pages) addressing the Essential Criteria.

**Applications Close: Tuesday 8 October**

**Proposed date for interviews: Saturday 12 October**