

<b>Position title:</b>	<b>Producer</b>
<b>Based at:</b>	Critical Path, The Drill Hall, Rushcutters Bay
<b>Reporting to:</b>	Director
<b>Rate of pay:</b>	\$62,400 pro rata (plus superannuation) rising to \$65,000 1 July 2022 on completion of probation
<b>Days per week:</b>	3 days/week
<b>Starting:</b>	10 January 2022 (initial contract to 17 December 2022)

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We are seeking a resourceful, positive and self-motivated Producer to join our creative team.

### **Who we are**

Critical Path creates spaces for independent choreographic practitioners to pursue their practice without immediate recourse to production. The core of our work is artistic research and development opportunities. CP provides perspective on practice and tools for interrogation.

From our home in Sydney we work across NSW, with national partners and contexts and internationally to provide the frameworks and inputs for dancer makers and choreographers to reflect, explore, experiment and exchange. Our programs are a catalyst for ideas and process that expand and strengthen artists' practice and the wider sector. Critical Path nurtures diversity and excellence in a supportive critical environment.

<http://criticalpath.org.au/about/>

### **The Role**

Working closely with the director you will line-produce Critical Path's diverse projects across a range of artistic research and development. This is a project management and delivery role, although within the small team all members are asked to contribute their ideas and suggestions within the existing vision and program.

There is space for the right candidate to take the lead on particular projects and/or strands of activities and to work closely with our program artists to shape delivery.

Work with the Director to ensure projects meet objectives and contribute to strategies and plans for Critical Path including those outlined in project and multi-year funding agreements, and any other plans that outline the key goals of the organisation.

### **Key Responsibilities**

- Liaising with artists, partners, and other program participants
- Dealing with logistics such as inductions, access to spaces, arranging travel and accommodation, per diems
- Drafting contracts and dealing with other project paperwork such as participant forms
- Monitoring and management of project budgets, contribute to organisation's financial reporting
- Communications including managing expressions of interest, stakeholder and team updates
- Contribute to the day to day marketing of the organization and projects (website, e-news, press, social media etc)
- Event co-ordination – residencies, labs, workshops and public dialogues and presentations.
- Project monitoring, documentation and evaluation and related data capture and records

### **What we are looking for**

You should have at least 3 years experience of relevant project management and delivery. Proactive, you will be confident to take forward work against agreed objectives and make appropriate decisions. Whilst self-motivated, you should be able to work as a part of a team in a cooperative and creative environment.

Demonstrable track record of working with artists to research and develop their ideas and practice. You are a problem solver, able to multi-task, with a keen eye for detail and accuracy and openness in delivery areas.

Excellent written and verbal communication skills with the ability and interest to work with stakeholders with diverse backgrounds and from different contexts. Cultural competence is a valuable asset which you will be encouraged and supported to develop.

You have strong IT skills. Your knowledge of dance, and/or the wider arts in NSW and more broadly (national and/or international) is an asset to CP.

Whilst experience as a creative practitioner is valued please note that holding this role would preclude participation in many areas of Critical Path's program as an artist.

### **Why join our team**

Critical Path has a very small team (Director, Finance & Administration Manager, Producer and First Nations Producer) the majority part-time. Each team member understands, supports and on occasion covers the role of the other. This offers a dynamic opportunity for growth and experience within a lead organisation in the Australian arts sector. The support and strong relationships offered by the team is a key attraction to working with CP.

The position offers excellent on-the-job professional development to the right candidate.

The organisation delivers critical research and development opportunities to the independent choreographic sector with the team having regular direct contact and relationships across NSW and beyond. The role holder works across all aspects of project management and communicates with a range of people - artists, industry, media and funding stakeholders. This diverse hands-on experience offers an engaging working environment.

It is an exciting role that supports both the artistic aims and future development of the company.

To apply please email an **EXPRESSION OF INTEREST** (outlining your suitability for the role and your reasons for applying) with your **CV** and **TWO REFEREES** to CP's Director Claire Hicks:

director@criticalpath.org.au **by 10AM AEDT, Thursday 11 November 2021**

If you have any questions please email us or call 9362 9403.

- We are open to applicants who don't meet all the requirements but are passionate about the role.

If you wish to apply but are aware that you may need additional training or support in order to grow into this role please say this in your application and indicate what you understand you need in order to meet it.

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