



POSITION DESCRIPTION

Position:	Artistic Associate
Reporting to:	Artistic Director
Internal Liaison:	General Manager, Finance Manager, project-based staff and artists
Contract details:	<p>Fixed term, part time contract: Ordinary works hours of 7.6 hours (1 day) per week from March-December 2025 with the option to extend the contract subject to successful funding 2026 and beyond. Hours can be worked flexibly. Your ordinary work hours may be averaged over the period of contract in agreement between you and your Manager.</p> <p>The 2025 contract will be for a total of 48 days.</p>
Remuneration:	\$60,000 (pro rata) per annum plus superannuation, with additional hours on projects where relevant. Salary will be paid monthly at \$30.36 per hour and \$230.77 per day.
Work arrangements:	Work will be performed from the Mudlark office at 197 Wellington Street (Launceston), and at other locations throughout Lutruwita/Tasmania as required to deliver Mudlark's annual program. The Artistic Associate may also work from home as required and by negotiation.

ACKNOWLEDGEMENT

Mudlark Theatre acknowledges and pays respect to the Tasmanian Aboriginal community as the traditional and original owners and continuing custodians of this land on which we work.

ABOUT MUDLARK

Based in Launceston on the banks of Kanamaluka/Tamar River, Mudlark is an artist-led theatre company committed to the production of authentic new Australian theatre that will inspire and challenge audiences and artists and the next generation of theatre-makers.

Our artistic program produces theatre of local resonance and universal significance. We welcome the responsibility of ensuring a diversity of stories and experiences on our stages, providing a platform for important, timely and provocative conversations, and seek to break down the boundaries that keep people off the stage and out of the audience. Annually we aim to present 2 mainstage productions and support the development and delivery of a suite of other projects, providing employment and development opportunities to over 90 artists of all career stages. Mudlark is committed to increasing First Nations representation by supporting Palawa-led projects and driving greater capacity for future development of Palawa theatre.

Our creative model ensures vital time and capacity to innovate new work; creating a space for ideas, writing and theatre-making that supports bold artistic vision and risk. Throughout our history we have developed and presented 17 new Tasmanian plays; recent production highlights include the award

winning multi-artform collaboration *Big Heat* and the critically acclaimed landmark production of *The Box* by Nathan Maynard and Rob Braslin.

PURPOSE OF POSITION

The Artistic Associate provides support to the Artistic Director in the implementation and delivery of the company's existing 2025 annual program and any further funded projects with collaboration partners.

Working within Mudlark's strategic and artistic objectives, the Artistic Associate leads the planning and implementation of Mudlark's Community Engagement program, plays an integral role as a producer for Mudlark developments and productions, and mentors and supports artists.

KEY ROLES AND RESPONSIBILITIES

- Support the Artistic Director in the implementation and delivery of the company's existing 2025 annual program and any further funded projects with collaboration partners.
- Assist with the management and producing of artistic projects as designated by the Artistic Director, including new work commissions, creative development, rehearsal, premiere and touring of work.
- Manage the planning and delivery of Mudlark's Community Engagement program, facilitating initiatives and fostering relationships to make theatre a more welcoming and accessible space for all members of our community.
- Develop and maintain a relationship with the Palawa/Pakana (Tasmanian Aboriginal) community.
- Identify and present new artistic ideas and opportunities to the company.
- Represent Mudlark at local events, functions, forums and in communications.
- Support the development and artistic practise of all artists working with Mudlark.
- Assist with advocacy for the professional theatre sector.
- Support the Artistic Director in building and maintaining strong stakeholder, government, funding body and community relationships that optimise the achievement of Mudlark's goals, reach and impact.
- Provide support to the Artistic Director and General Manager in the preparation of funding applications and acquittals.
- Contribute to, review and implement Risk Management Plans, goals and specific safety management plans for shows and projects.
- Work closely with the General Manager and Finance Manager to ensure all projects under your management are delivered on time and within budget.
- Assist the Artistic Director and General Manager with the delivery of the company's marketing initiatives, including creating content for social media.
- Consistently model Mudlark's values and proactively assist with creating and maintaining a positive and harmonious workplace that prioritises the health and wellbeing of all and demonstrates best practise within our industry.
- Any other duties as required which fall within your range of skills.

KEY SELECTION CRITERIA

The ideal candidate for this position will have:

- Previous experience working within the theatre sector, as an artist and/or administrator and strong connections and relationships within the arts sector: tertiary qualification in theatre, entertainment or arts management or an equivalent relevant knowledge, training and/or experience.
- Extensive experience producing theatre, developing new work and leading artistic projects. Experience producing tours and national/international producing experience is desirable.
- Demonstrated experience facilitating development programs and/or engagement with community groups.
- The desire and ability to support and mentor artists.
- Excellent organisational and time management skills and demonstrated ability to work autonomously to deliver projects on time and within budget.
- Previous experience in writing successful grant and funding applications.
- The ability to contribute to and support high level creative discussions.
- Excellent communication and interpersonal skills with a demonstrated ability to negotiate with a wide variety of people and work effectively with people from diverse backgrounds.
- Knowledge of WHS in the workplace and a commitment to contribute to a positive and harmonious workplace that prioritises the health and wellbeing of all and demonstrates best practise within our industry.
- Sound computer literacy – MS Office, Excel, Word, PowerPoint, Canva, and Outlook.
- Current Working With Vulnerable People authorisation valid in Tasmania, or ability to obtain.
- Hold First Aid qualifications, or undertake training once engaged.
- A full driver's license preferred.
- Based in, or close to, Launceston, Tasmania.

HOW TO APPLY

1. Please write a short cover letter outlining how you meet the key selection criteria, why you want to work with Mudlark and what you think you can bring to the role.
2. Attach your current CV.
3. Confirm two referees to include in your application.
4. Send all of the above to artisticdirector@mudlarktheatre.com.au by Friday 14 February 2025.

We encourage applicants to contact us if there are ways to make this application process more accessible for them.