



POSITION DESCRIPTION

Position:	Associate Director
Reporting to:	Artistic Director
Internal Liaison:	Junior Associate, General Manager, Finance Manager, project-based staff and artists
Contract details:	Fixed term, part time contract: 16 hours per week from April-December 2022 with the option to extend the contract subject to funding. Hours can be worked flexibly.
Remuneration:	\$58,000.00 (pro rata) per annum plus superannuation
Work arrangements:	Work will be performed from the Mudlark office at 197 Wellington Street, and at other locations throughout Tasmania as required to deliver Mudlark's annual program. The Associate Director may also work from home as required.

ACKNOWLEDGEMENT

Mudlark Theatre Inc 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.

PURPOSE

The Associate Director provides support to the Artistic Director in the implementation and delivery of the company's existing 2022 annual program and any further funded projects with collaboration partners.

As an artistic leader of the company, the Associate Director mentors and develops emerging artists, including the Junior Associate and project-based artists.

KEY RESPONSIBILITIES AND DUTIES

- Support the Artistic Director in the implementation and delivery of the company's existing 2022 annual program and any further funded projects with collaboration partners
- Manage and lead artistic projects as designated by the Artistic Director, including new work commissions, creative development, rehearsal, premiere and touring of works.
- Identify and present new artistic ideas and opportunities to the company.
- Support the Artistic Director in building and maintaining strong stakeholder, government, funding body and community relationships.
- Mentor the Junior Associate and any emerging or early career artists working with Mudlark.
- Be an advocate for the performing arts in Tasmania.
- Provide support to the Artistic Director and General Manager in the preparation of funding applications and funding acquittals.
- Work closely with the General Manager and Finance Manager to ensure all projects under your leadership are delivered on time and within budget.
- Assist the Artistic Director to prepare artistic reports for the board as required.
- Assist the General Manager with the delivery of the company's marketing initiatives, including creating and posting content for social media.
- Ensure all activities are carried out in a manner that prioritises health and safety are in accordance with public health guidelines.
- Any other duties as required which fall within your range of skills.

SELECTION CRITERIA/DESIRED ATTRIBUTES

The ideal candidate for this position will have:

- A strong background in the Tasmanian theatre industry, including with professional organisations.
- An understanding and passion for the business of making professional theatre.
- Demonstrable leadership skills and an ability to mentor and develop artists.
- Experience with leading artistic projects and delivering on time and within budget.
- The ability to self manage
- A current drivers licence
- Knowledge of WHS in the workplace and commitment to a safe and efficient working environment.