



## POSITION DESCRIPTION

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|---------------------------|---|
| <b>Position:</b>          | <b>Junior Associate</b>   |
| <b>Reporting to:</b>      | <b>Artistic Director</b>  |
| <b>Internal Liaison:</b>  | <b>Artistic Associate, General Manager, Finance Manager, project-based staff and artists</b>  |
| <b>Contract details:</b>  | <b>Fixed term, part time contract: 8 hours per week from April-December 2022 with the option to extend the contract subject to funding. Hours can be worked flexibly.</b>   |
| <b>Remuneration:</b>      | <b>\$55,000.00 (pro rata) per annum plus superannuation</b>   |
| <b>Work arrangements:</b> | <b>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.</b> |

### 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 Junior Associate supports the artistic team with the delivery of the company's existing 2022 program and any further funded projects with collaboration partners. Working closely with the Artistic Director and Associate director, the Junior Associate will take ownership of aspects of the company's artistic program, whilst developing their own artistic practice and leadership skills.

### KEY RESPONSIBILITIES AND DUTIES

- Support the Artistic Director to develop and deliver the company's annual program of works.

- Take ownership of certain projects or aspects of projects as designated by the Artistic Director, including new work commissions, creative development, rehearsal, premiere and touring of works.
- Participate in the company's artistic projects in areas that support the development of your artistic practice.
- Identify and present new artistic ideas and opportunities to the company.
- Work collaboratively with project-based staff and artists.
- Identify and pursue opportunities to broaden your skills, connections and profile in the theatre industry
- Support the Artistic Director in building and maintaining strong stakeholder, government, funding body and community relationships.
- 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 are delivered on time and within budget.
- 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:**

- Experience working in the Tasmanian theatre industry in either professional, community or educational settings
- A strong desire to build a professional theatre career in Tasmania
- The ability to self-manage
- Demonstrable experience of working collaboratively both as a leader and team member.
- An understanding and respect for project budgets and timelines.
- A current drivers licence
- Knowledge of WHS in the workplace and commitment to a safe and efficient working environment.