

## Outback Theatre for Young People Application Package and Position Description

<b>Position</b>	Regional Project Producer, Outback Outreach
<b>Location</b>	Remote, NSW preferred, with ability to travel across regional NSW (OTYP Office is based in Deniliquin. Project locations are Broken Hill/Wilcannia, Bourke/Walgett and Lake Cargelligo/Condobolin)
<b>Salary</b>	Between \$40-\$60 p/h (\$78k-\$117k pro rata), plus superannuation Depending on skills and experience
<b>Position Type</b>	0.32 FTE (12 hours per week, with flexibility)  3-year contract includes a 6-month probationary period. Contract extensions are subject to funding and ongoing satisfactory performance
<b>Reports to</b>	Creative Producer/CEO, the OTYP Board (as needed)
<b>Works with</b>	Contracted OTYP artists, community partners, young people
<b>Applications Close</b>	<b>22 September 2023</b> Interviews will be held in early October. We are aiming for the role to commence around <b>16 October</b> , with a potential visit to Wilcannia the following week.

### About OTYP

Outback Theatre for Young People (OTYP) is based in Deniliquin, NSW, with project operations spanning the Southwestern Riverina region, and across other remote and regional communities in NSW.

The Company has been operating for over 30 years and has become recognised as a leader in creating meaningful youth engagement opportunities alongside excellent artistic outcomes in remote and regional NSW. We are responsive, transformative, and adaptive, and we value the telling of rural stories, by rural young people, for rural communities, that only our unique regional context provides. The communities we live and work in are spread across vast plains and farmlands with limited services, and little to no permanent arts infrastructure.

OTYP works with artists, makers and technicians at the forefront of contemporary community arts practice, and partners with a wide variety of sectors, areas and organisations. Currently, OTYP has 1.2FTE staff - a Creative Producer/CEO (CP/CEO) and a part-time Admin Support/Bookkeeper. OTYP is governed by a skills-based Board, based all over the country. OTYP is an equitable, inclusive and fair workplace with a friendly, positive organisational culture and brand.

### About Outback Outreach

For the past six years, Outback Theatre has been refining our touring company model across remote and rural NSW. Outback Outreach delivers artistic visibility across rural communities, demonstrates flexibility of outcomes, delivers wider arts access for young people, and continues to build connections beyond our usual jurisdiction.

Outback Outreach is OTYP's touring program for targeted arts engagement for remote and rurally based young people and their wider communities. Using the OTYP pillars of consultation, collaboration, creation, and consolidation, we work directly with communities to deliver innovative artistic outcomes that are tailored, relevant, authentic, and ongoing. Our touring area spans three

remote regions of NSW (Lake Cargelligo/Condobolin, Wilcannia/Broken Hill, and Bourke/Walgett), where OTYP has delivered successful outcomes since 2017. We have an existing network of meaningful and strategic partners already engaged.

The aim of the project is to champion rural and regional young people's involvement in the arts. Using our specific expertise and experience, we build capacity and support the employment and professional development of local arts practitioners, teachers, or dramatic societies to create sustainable delivery of arts and cultural experiences for young people in our identified areas. The creative outcomes of our touring program will differ in each town, according to local need, interest and existing infrastructure.

Over the course of our last residencies, we delivered productions with community theatre groups, script writing workshops for School of the Air students, dance performances in partnership with local First Nations organisations and health services, community-led youth workshop programs, professional development opportunities for local teachers, and a networking and skill sharing series for regional based arts practitioners to allow for continuation once the residency is complete.

Through significant funding through Create NSW, 2023-2026 will see us continuing our engagement in the four chosen areas, by building capacity, building relationships, and developing creative outcomes that are youth centred and driven.

#### Position

**Salary:** \$40-\$60 p/h (\$78k-\$117k pro rata), depending on skills and experience. OTYP will contribute to a superannuation scheme nominated by the employee in accordance with provisions of legislation.

**Term:** 3-year contract subject to a 6-month probationary period. The potential to extend the contract is funding dependent and at the discretion of the employer.

**Working Hours:** Part-time. Average of 12 hours per week (0.32 FTE). Some travel, weekend and evenings will be required. The Employee will accrue sick leave and annual leave on a pro rata basis. The OTYP office also closes for a short break over the festive season and this leave is provided gratis to employees.

**Location:** Remote based role, NSW preferred. The OTYP Office is based in Deniliquin, Southwest NSW. Travel to project areas will be required as well as travel for professional development opportunities. Project areas are: Broken Hill/Wilcannia, Bourke/Walgett and Lake Cargelligo/Condobolin.

**Reports to:** OTYP Creative Producer/CEO and the OTYP Board (when required)

**Key relationships:** contracted OTYP artists, regional community partners, young people and their families, local councils, regional venues, regional arts development organisations, funders, and the wider arts and regional sectors.

## Key Selection Criteria

### Essential Requirements

- Experience with budgeting, administration, producing, project management, funding, and reporting requirements.
- Experience working or living within a regional context and/or understanding of issues affecting arts and cultural development in a rural and regional context.
- Experience working within a Community Arts & Cultural Development environment and/or a deep understanding of CACD principles.
- Capacity for self-motivation and working within a dynamic environment with multiple stakeholders and deadlines.
- A current class C driver's license and willingness to travel to remote areas when needed through the duration of this project.
- Prior or current experience working remotely. Please address your current home office set up, ability to work in a flexible way, and any current commitments in your cover letter.

### Desirable Skills

- Experience and/or understanding of using Photoshop or other graphic design/desktop publishing software.
- Experience and/or understanding of website editing and updating (Wordpress specific).
- Experience and/or understanding of online platforms including social media and e-news platforms.

Given the part-time, flexible nature of the work, this role could be well suited to an arts worker who also held another part-time role in the industry; or an individual who seeks part-time work to balance other family or life commitments.

Please send a resume with three referees, a cover letter, and a separate document addressing the essential and desirable requirements of the position to [admin@outbacktheatre.com](mailto:admin@outbacktheatre.com)

If you have any questions, please email them to Sarah Parsons (Creative Producer/CEO) via [admin@outbacktheatre.com](mailto:admin@outbacktheatre.com). The expected reply time is 2-5 business days, so we ask for your patience.

**Applications close on 22 September 2023.**

### Major Duties

Working in accordance with the aims and objectives of OTYP, the Regional Project Producer will:

- Assume responsibility for coordinating the successful delivery of the Outback Outreach project.
- Adhere to the project budget and manage project finances.
- Effectively manage stakeholders relevant to the project.
- Manage project staff including contracted OTYP artists in collaboration with the CP/CEO.
- Oversee and implement child safety requirements in collaboration with the CP/CEO.
- Spend time consulting in each community, regularly in partnership with the CP/CEO.
- Identify and monitor key project milestones in collaboration with the CP/CEO.
- Maintain and manage the WHS database for project.
- Generate reports and maintain databases of KPIs and other information for project acquittal purposes, and OTYP archives purposes.
- Manage the project image and documentation database (online).
- Produce public outcomes for artistic projects as needed.
- Managing project staff and contractor travel arrangements and logistics.
- Maintaining the online presence of the project in collaboration with the CP/CEO.
- Administrative and company management support where needed.

Please note: All OTYP employees are required to abide by the Outback Theatre for Young People Code of Conduct Policy, the Theatre Network NSW Code of Behaviour (Sexual Harassment/Abuse of Power) and national Working with Children Check compliances.

OTYP is a welcoming space for all humans.