

# TERRAPIN

## POSITION DESCRIPTION & APPLICATION PROCESS

### Assistant Producer

APPLICATIONS CLOSE	2 June
NOTIFICATION OF OUTCOME	Week starting 10 June
START DATE	Week starting 17 June
LOCATION	Hobart and Queenstown
RENUMERATION	\$60,000 full time

#### ABOUT THE ROLE

Terrapin and The Unconformity are working together to welcome an emerging producer into our organisations across 2024 and 2025.

The emerging producer will be employed full-time across both organisations for 18 months with a varying distribution of hours according to the projects each organisation is working on.

The successful applicant will work closely with producers and senior leaders from both organisations. They will assist in the scoping, planning and execution of a broad range of projects and initiatives.

This position presents an opportunity for an ambitious Tasmanian arts worker to continue their professional development while building producing capacity in the sector.

The Assistant Producer will primarily work in Terrapin and The Unconformity's nipaluna/Hobart offices and will be based out of Queenstown during The Unconformity 2025 festival.

Applicants based on the West Coast of lutruwita/Tasmania are encouraged to apply.

#### ABOUT TERRAPIN AND THE UNCONFORMITY

Terrapin makes lives better, shifts realities and creates connection. Proudly Tasmanian, we champion artists in making outstanding contemporary puppetry for intergenerational audiences all over the world, focusing our resources and creativity on exceptional artistry, community impact and sector leadership. Terrapin joined the NPAPF by invitation in 2021.

Emerging from the Western fringe of lutruwita/Tasmania, The Unconformity is an independent, community-based cultural organisation that is fundamentally of its place: an artist-led laboratory exploring understandings of human experience and our unstable earth. Two interrelated seams define The Unconformity's output:

- 'The Unconformity' festival: a biennial multi-artform festival presenting interdisciplinary, site-responsive artwork
- 'Explorations': professional development, cultural knowledge and infrastructure programs designed to strengthen the creative capacity of our community.

## WHAT YOU'LL BE DOING

### Terrapin

You'll work primarily with Terrapin's producer to learn how we plan, budget and deliver projects of all sizes. During that time, you'll be working on projects at the development, pre-production and delivery stages.

Under the guidance of the Producer, and working closely with the Production Manager, Executive Producer and Artistic Director, you'll work on:

- Tour development for schools, state-wide, national and international touring,
- Scoping, planning and executing new work developments, rehearsals and seasons,
- Working with artists, including drafting contracts, arranging travel and schedules,
- Supporting the production manager on project specific set and prop sourcing,
- Supporting the Marketing and Development Manager to plan and execute events and launches.

## WHO WE'RE LOOKING FOR

This opportunity is available to Tasmanian-based applicants only. Our ideal candidate will be curious, motivated, resilient and adaptable.

We're looking for an emerging producer with some experience in festivals, creating new works or arts administration.

We consider emerging to mean that you're in the first five years of professional producing practice. However, this is a general classification and are open to applications from people who consider themselves emerging but have more than 5 years of experience.

We welcome applications from people who are relatively new to producing but have an established creative or technical practice in the arts.

We also welcome applications from individuals who have access requirements.

If you have any questions about the position or your application, please get in touch with Xavier O'Shannessy at [xavier@terrapin.org.au](mailto:xavier@terrapin.org.au) or Maddie Korn at [maddie@theunconformity.com.au](mailto:maddie@theunconformity.com.au).

### The Unconformity

Working with the Artistic Director and Creative Producer you'll experience the whole festival process, starting with the vision and direction of the 2025 festival. You'll experience project producing from concept development through to presentation. You'll participate in pitches, development meetings, budgeting, contracting, scheduling and relationship management.

You'll also work alongside the Marketing and Partnerships Manager as they develop and execute the marketing strategy for the festival and participate in collating and refining artist marketing materials, ticket builds and executing launch events.

Under the guidance of the Creative Producer, you'll follow The Unconformity Access and Inclusion Action Plan to ensure that accessibility and inclusivity is considered in all aspects of project and program planning.

## HOW TO APPLY

### Key Selection Criteria

- Demonstrated potential to work as a professional producer at a high level
- Two years of experience working in the arts as an employee, artist, or volunteer, ideally in an organisational capacity
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Strong time management skills
- Demonstrated understanding of the Tasmanian arts and festivals landscape

These selection criteria should be seen as a guide. If you think you're a good candidate but you don't meet all of them, we still want to hear from you.

Apply using this link: <https://0ltdfqv6.paperform.co> and be ready to upload:

- A one-page cover letter addressing the key selection criteria
- Your resume

If you have trouble with the form, please contact Maddie or Xavier.