



JOB AND PERSON SPECIFICATION

POSITION:	Associate Director
REPORTS TO:	Artistic Director
TERM:	Three-year contract
REMUNERATION:	\$75,000 - \$90,000 (plus super) commensurate with experience

WINDMILL THEATRE CO

Windmill Theatre Co creates unique and contemporary theatrical works for children, teens and families. Windmill presents its repertoire in Adelaide and tours regionally, nationally and internationally.

Empowered by a dynamic culture and fuelled by shared ownership of its vision, the company is run by an Artistic Director, Executive Producer and team of dedicated staff and artistic collaborators.

WINDMILL PICTURES

In 2017, after the success of its first feature film *Girl Asleep*, Windmill Theatre Co established a new subsidiary company, Windmill Pictures Pty Ltd, wholly dedicated to developing screen projects from Windmill's live theatre repertoire.

EDUCATION PROGRAM

Our Education Program is developed to extend the engagement with our artworks through diverse initiatives, artist residencies, facilitated art making, learning tools, a ticket equity program and innovative digital programs.

JOB SPECIFICATION

Summary

A newly created position, the Associate Director will contribute to the artistic leadership of our company during its next exciting chapter. Adding a new creative voice to the fabric of our work, the Associate Director will play a significant role in informing the company's future vision. The Associate Director will participate in the delivery of the artistic program including developing and directing new works, creatively driving the education program, representation of the company and contributing to the strategic vision.

Reporting / Working Relationships

The Associate Director will work closely with the Artistic Director, Executive Producer, Producer and Production Manager.

Key Duties and Responsibilities

Artistic Program

- Participate in the development of the annual program of performances and activities
- Contribute to the strategic creative vision of Windmill
- Conceive, develop and direct new works for the Windmill repertoire which may include national and international collaborations or co-productions
- Input into the selection of creative staff to work within the company
- Direct remount productions of existing company works for presentation and touring
- Any other projects as required that are beneficial to the artistic life of the company

Education Program

- Develop and facilitate artistic educational projects
- Oversee the development and delivery of workshop programs
- Oversee the management, creation and delivery of show specific education materials and study guides
- Interface with key education partners
- Facilitate and manage interaction with courses, educators and students at TAFE SA
- Manage stakeholder relationships with the Department for Education, and other education partners as required
- Work with the marketing team to oversee educational materials in print and online

General Company Management

- Liaison and advocacy on behalf of Windmill Theatre Co with state, national and international organisations, media and funding bodies
- Preparation of creative briefs for artist contracts
- Actively seeking new opportunities for funding, shows and tours
- Contributing to funding applications and acquittals as required
- Effective lobbying of funding bodies and potential sponsors for the benefit of Windmill Theatre Co
- Work in synergy with the needs of Windmill's stakeholders including major funding organisations, audiences, the arts community and the general community
- Manage program and projects within budget constraints as set by Windmill
- Collaborate with the team to meet the goals and aspirations of Windmill
- Attend regular programming, operational and staff meetings
- Other duties as required

Organisational Contribution/Safety Awareness

- Knowledge, commitment and appropriate application of Work Health and Safety training, policy and procedures
- Understanding of the issues associated with performing arts in a culturally diverse environment in constrained economic circumstances
- Commitment to the principles of Windmill Theatre Co and to social justice
- Commitment to using South Australian artists where possible/appropriate

Special Conditions

Out of normal hours work, intra/interstate and international travel is required.

PERSON SPECIFICATION

Qualifications/Experience

- Tertiary education in theatre or arts
- Theatre director with a minimum of five-years' experience

Personal Skills, Abilities, Aptitudes

- Demonstrated application of ideas, unique vision (in synergy with the broader vision established by Windmill)
- Lateral thinking skills
- Strong entrepreneurial skills
- High level of self-motivation
- Proven ability to deal with pressure, ambiguity and deadlines.
- Proven ability to identify, motivate, lead, negotiate and gain respect of a broad range of professional artists in performing arts.
- Excellent written and oral communication skills.

Experience / Knowledge

- A track record in artistic leadership
- Experience in professional performing arts for young audiences is preferable
- Experience in creating and directing first-class theatrical productions
- Proven arts program planning and development of policy within a strategic planning and financial framework
- Experience in converting broad performing arts policy into an artistic program and effective action
- Demonstrated ability to deliver an agreed program on time and within budget
- Knowledge of Federal and State Government policy and programs
- Knowledge of arts practitioners and contemporary performing arts practice within Australia and internationally
- Experience in dealing with all levels of government, community leaders and sponsors
- Knowledge, commitment and appropriate application of Work Health and Safety training, policy and procedures.