

Associate Artist: Position Description

Playwriting Australia is seeking an exceptional artist to help deliver our rapidly growing program. The Associate Artist will work across all of Playwriting Australia's activities, including the National Script Workshop, PWA Lab, National Play Festival, Chain Play, our diversity and outreach programs, dramaturgy internships, artist residencies and script development.

We're looking for an artist with a strong pedigree in developing new writing, a passion for collaborating with playwrights and excellent dramaturgical skills. You'll be part of the senior management of the company, with a strong input in strategic and program planning.

Position title	Associate Artist
Purpose of position	To provide creative and strategic advice and leadership across a range of projects.
Contract term	1 year (inc 2 months probation period)
Commencement date	1 July 2014
Hours	Part-time position 13 days per month, with any additional days per week to be negotiated. There will be some flexibility needed in particularly busy periods, to be discussed with the Artistic Director and General Manager The Associate Artist will be entitled annual leave, accrued on a pro rata basis at the rate of 20 days per full year worked.
Location	The position is based at Playwriting Australia's office in Sydney, currently at Carriageworks, 245 Wilson Street, Eveleigh (moving to the Rocks from October). Time working from home may also be negotiated
Professional development leave	Practising artists may negotiate up to two months leave without pay each year to allow for professional development opportunities, subject to the approval of the Artistic Director.
Salary	\$60,000-\$65,000 p/a pro rata plus superannuation at 10%
Reporting responsibilities	The Associate Artist reports to the Artistic Director
Closing Date for Applications	Monday 30 June 2014

Playwriting Australia strives for cultural, gender and regional diversity in our employment of artists.

Key Accountabilities and Duties

The workload of the Associate Artist may include:

General duties

- Involvement in Playwriting Australia's planning, programming and initiatives, across all departments, including the core artistic and diversity/outreach programs
- Working dramaturgically with playwrights at every experience level
- Working with the AD on the 'Working With Playwrights' consultation and documents
- Working with the dramaturgy interns, covering for the AD in October/November
- Representing PWA at readings, workshops and performances
- Act as an ambassador for Playwriting Australia and a vocal supporter of Australian new writing
- Deputising for the Artistic Director when absent

Script assessment and selection process

- Reading and assessing plays submitted to Playwriting Australia's programmes
- Coordinating readers and script assessments in consultation with the AD and Administrator
- Advise on script short listing and final selection
- Working with the AD on a review of PWA's script assessment procedures
- Working with the AD and GM on a refreshed process for unsolicited scripts
- Reviewing feedback letters on unsolicited scripts

National Script Workshops, National Play Festival, PWA Lab, Chain Play

- Devise creative briefs for new programs with the AD
- Assist with casting and creatives
- Liaise with playwrights
- Dramaturgy or directing as required
- Writing marketing copy/blogs as required

Selection Criteria

Required

1. Demonstrated professional arts experience with exceptional creative skills and a commitment to excellence.
2. Extensive experience in new play development and knowledge of Australian playwriting and theatre sectors.
3. Exceptional ability to collaborate effectively with a broad range of artists and superior communication skills, both spoken and written.
4. Demonstrated strategic planning and project management skills, with attention to detail and the ability to meet deadlines and work under pressure.

Desirable

5. An established national network of theatre artists, including companies, directors, dramaturgs, performers and other creatives.
6. Experience within the outreach, education, mentoring or training of artists

How to apply

To apply for this position you are required to submit the following information:

- your CV/resume,
- a covering letter or statement, to a maximum of 2 pages, including specific responses to the required and desirable Selection Criteria.
- contact details for at least two professional referees.

For an informal chat about the position, please contact Tim Roseman on 02 8571 9176 or tim@pwa.org.au.

Forward your complete application to:

Submit to Amanda Macri, General Manager **by 5pm Monday 30 June 2014**

By email to: amanda@pwa.org.au

By mail to: Playwriting Australia
PO Box 3035, Redfern NSW 2016

More information

Website pwa.org.au
Social Media facebook.com/PlaywritingAustralia
twitter.com/PlaywritingAus