

Position Description

Position title	Associate Producer
Tenure	Part time fixed term – 22.5 a week for 12 months.
Reports to	The Joan Program Manager
Direct reports	Nil (may oversee casual/contract production support as required)
Location	The Joan Sutherland Performing Arts Centre and Lewers: Penrith Regional Gallery
Award / classification	LGIA Level 8 \$35.90 per hour

About Penrith Performing & Visual Arts

Penrith Performing & Visual Arts (PP&VA) is a multi-venue cultural organisation in Western Sydney, comprising The Joan Sutherland Performing Arts Centre, Q Theatre, Lewers: Penrith Regional Gallery, and the Penrith Conservatorium. PP&VA is a company limited by guarantee and a controlled entity of Penrith City Council, delivering a program of theatre, music, visual art and creative learning for one of the fastest-growing regions in the country.

Position purpose

The Associate Producer will work closely with artists and creative teams to support the creative development of new and existing work, while managing the administrative, contractual and logistical framework that allows that work to be made. This is a hands-on producing role for a defined 12-month project, balancing creative collaboration with rigorous project coordination — from artist liaison and creative development sessions through to scheduling, budgets, contracts and venue logistics.

The role suits someone equally comfortable in the room with artists shaping new work, and at the desk managing the moving parts that bring that work to a stage or gallery on time and on budget.

Key responsibilities

Creative development and artist liaison

- Act as the primary point of contact for artists and creative teams throughout the project, building trusted working relationships.
- Support and help shape the creative development process — developing artist project plans, coordinating workshops, readings, residencies, mentoring or development sessions as required by the artistic team. Attend creative development sessions to represent production and organisational interests, feeding back practical considerations without disrupting creative process.
- Liaise with the The Joan Program Manager and Gallery Manager to ensure creative intent is reflected in production planning and delivery.
- Support artists with any pastoral, cultural safety, or access needs, referring to appropriate PP&VA policies and staff.

Project administration and logistics

- Develop and maintain project schedules, production timelines and run sheets across all phases of development and delivery.

- Prepare, issue and track artist and contractor agreements, fee schedules and engagement paperwork in line with PP&VA policy.
- Manage venue bookings, rehearsal space allocation, and logistics across PP&VA sites and any partner venues.
- Maintain accurate project records, risk assessments and compliance documentation (WHS, child safety, cultural protocols).
- Capture data for program evaluation and acquittal, including developing artist and audience surveys

Budget and reporting

- Manage the project budget day-to-day, tracking expenditure against forecast and flagging variances early.
- Process invoices, purchase orders and artist payments in a timely manner.
- Contribute to funding acquittals and reporting requirements, working with the CEO/Artistic Director and finance team as needed.

Stakeholder and partner relations

- Build and maintain relationships with co-producers, presenting partners, funders and community stakeholders connected to the project.
- Represent the project at partner meetings, community engagements and industry events as required.
- Work with the Marketing and Learning teams to ensure production milestones align with promotional, engagement and audience development activity.

Key selection criteria

Essential

- Demonstrated experience producing or associate producing new work in a performing arts, gallery or cross-artform context.
- Strong interpersonal skills and demonstrated ability to build trust and rapport with artists during creative development.
- Excellent organisational skills, with experience managing complex schedules, budgets and contracts simultaneously.
- High-level written and verbal communication skills, with the judgement to move between creative and administrative registers.
- Sound understanding of WHS, child safety and cultural protocol considerations relevant to arts production.
- Ability to work autonomously, prioritise competing deadlines, and remain calm under the pressure of a live production schedule.

Desirable

- Experience working with First Nations artists and cultural protocols.
- Familiarity with Western Sydney's arts and cultural sector.
- Experience acquitting government or philanthropic grant funding.

Other requirements

- Current Working with Children Check (or willingness to obtain).
- Current driver's licence and willingness to travel between PP&VA venues and partner sites.

- Availability for evening and weekend work during development, rehearsal and performance/exhibition periods, in line with the production calendar.