

LITERARY ASSOCIATE

**Company
Profile**

Our Vision

To be the best theatre company in Australia and lead the cultural conversation.

Our Mission

To create excellence in all forms of theatre with imagination and passion in order to entertain, challenge and inspire audiences.

About MTC

Melbourne Theatre Company is one of Australia's flagship performing arts companies and has been enriching lives through the storytelling power of the finest theatre imaginable for over 60 years. Under the leadership of Artistic Director Brett Sheehy AO and Executive Director Virginia Lovett, MTC produces classic and contemporary Australian and international theatre.

MTC produces an annual subscription season of up to twelve productions plus an extensive Education Program; a Women in Theatre Program; a multicultural artists program (MTC Connect); a family theatre program; regional, national and international tours; and regularly collaborates with companies and artists from the independent and small-to-medium sector through NEON NEXT and other initiatives.

MTC employs over 500 artists and industry professionals each year (with approximately 97 permanent staff), producing over 600 performances a season. It has a subscriber base of almost 18,000 people, with more than 200,000 attendances to its productions annually. MTC is a semi-autonomous department of the University of Melbourne.

Southbank Theatre is located in the heart of Melbourne's Southbank Arts Precinct. Each year around half of the mainstage season is performed in the 560-seat Sumner, with smaller-scale works and other activities in the 150-seat Lawler. The balance of the mainstage season is staged at nearby Arts Centre Melbourne's 882-seat Playhouse and 376-seat Fairfax Studio, with the four theatres enabling MTC to present works of a wide variety and scale.

**Purpose of the
Position**

The Literary Associate will be supporting certain communication and dramaturgical tasks that relate to an exciting new MTC programme (yet to be launched).

Responsibilities

The role includes, but is not limited to, the following;

Literary Management:

- Play Commission instigation and management, including draft-tracking & workshopping;
- The writing of internal reports and assessments and the provision of playwright's notes as required;
- The planning and subsequent management of emerging playwright's

activities

- Management of regular communication with commissioned Playwrights;
- Management of a Hot Desk Roster;
- Liaise with the Literary Director and Artistic Director as to potential, and actual, readings and workshops;
- Delivery of development readings and workshops;
- Script-tracking and management in MTC systems;
- Management of commissioned playwrights as per the Business Plan key performance indicators;
- Scout potential works for adaptation and option them, in consultation with MTC staff;
- Liaise closely with MTC Development staff regarding ongoing fundraising activities to ensure income targets are met.

Contractual Management:

- Assist Literary Administrator on agreements with freelance Artists [including, but are not limited to, writers, actors, directors, dramaturgs & musicians];
- Assist the Literary Administrator on Writing commissions, Residency agreements, Workshop agreements, Event agreements and Production agreements.
- Liaise with other MTC Artistic staff regarding licensing of productions.

Communication

- Liaise with Administrator, Literary Director and MTC Marketing & Communication staff regarding internal and external communication;
- Assist as required in the preparation of any hardcopy and e-collateral communication material such as press releases, fliers, website copy and social media posts;
- Work closely with the Literary Director in the creation of documents such as presentations, scripts, letters etc;
- Assist the Literary Administrator in ensuring that the commissioned playwrights are fully briefed on MTC Communication guidelines and activities;
- Assist the Literary Administrator in liaising with MTC Ticketing and PR staff for allocation of complimentary tickets to MTC productions.

Other Duties

- Pro-actively facilitate good morale and positive relationships between the MTC Company and commissioned artists;
- Actively encourage safe work practices amongst commissioned playwrights / all Artists and ensure they are aware of OH&S policies of the Company;
- Identify and actively OH&S issues if they arise.

This is a new position and therefore the role and responsibilities may evolve over time out of necessity and with due consultation.

Skills & Attributes

The key requirements for this role are:

- A minimum of 3 years in Dramaturgy, Literary Management and play production;
- High competency in script reading and assessing, workshop strategies and

- the commissioning of new plays;
- A good working knowledge of Australian Theatre practise and the current funding environment;
- A thorough understanding of theatre history and of new writing and new play trends across the world;
- Experience in grant writing and acquittals.

You will need to show evidence of the following:

- Good communication skills;
- High level of accuracy, clarity and brevity, with good attention to detail and commitment to meeting deadlines;
- Ability to work efficiently with minimum supervision;
- Initiative and ability to prioritise multiple tasks;
- Willingness to work as part of a team to achieve departmental objectives.

Key Relationships

This position reports to the Artistic Director/CEO and Literary Director. The position will work in concert with the Literary Administrator.

The position also operates in close support with the Artistic Department, Development Department and Executive Management.

Environmental Health & Safety

All MTC staff are responsible for the following safe work procedures and instructions:

- All employees are to comply with the EHS manual
- Adopt work practices that support EHS programs
- Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to supervisor
- Must not wilfully place at risk the health or safety of any person in the workplace
- Participate in meetings, training and other environment, health and safety activities
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Wear personal protective equipment as provided
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Must cooperate with MTC management in relation to actions taken by MTC to comply with Occupational Health and Safety and Environmental legislation.

Conditions

MTC is an equal opportunity, smoke-free, family friendly employer and a dog-friendly workplace.

The position is offered for a fixed term of 2 years on a part-time basis. Ordinary hours of work are 7.5 per day, 2 days per week (0.4 FTE).

Conditions include 17.5% annual leave loading, 10% superannuation, an in-house subsidised canteen and complimentary theatre tickets.

**Access &
Inclusion**

MTC is an Equal Opportunity Employer committed to providing a safe working environment. We embrace and value diversity and inclusion in the workplace. Diversity includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Company.

MTC encourages applications from Aboriginal and Torres Strait Islander people, people with diverse cultural backgrounds and people with disabilities. It is our policy to consider reasonable adjustments for qualified applicants with disabilities.

Version Control

Revision Date:	May 2017
Document Owner:	HR
Status:	Final
Author:	Literary Director/ ED
Authorised by:	Artistic Director/ HR Manager
File Path:	Z:\HR\Recruitment\0 PDI Positions 2017\PDI Literary Associate 2017.Doc
