

## PRODUCER: Position Description

[UPDATE: details updated 15 May 2026]

<b>Reports to</b>	Na Djinang Circus General Manager
<b>Internal relationships</b>	This position works regularly with the Artistic Custodian and General Manager as well as project-based artists, creatives and production staff
<b>External relationships</b>	Venues, festivals, presenters, and suppliers
<b>Salary range</b>	\$70,000 to \$80,000 p.a. (including experience of successful candidate) plus statutory super and leave.
<b>Role term</b>	Full time, fixed term 01 July 2026 – 30 June 2027 (with the intention to extend subject to funding outcomes)
<b>Work Arrangements</b>	Hybrid – this role is based in Naarm, Victoria and is a combination of work from home, creative/training spaces, and travel as required by projects and tours.
<b>Special Requirements</b>	This role is intended for First Nations people. Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

### About Na Djinang Circus

Na Djinang Circus envisions a bold future for Blak circus on unceded Indigenous lands, deeply informed by Indigenous Cultural knowledges and ways of being. Our purpose is to elevate Blak Australian circus nationally and internationally, fostering new practices, works, and futures through research, articulation, and agitation. We hope to explore novel ways of presenting circus that is accessible for both frequent circus audiences and all members of the community.

Na Djinang Circus is known for being a First Nations led company and the directorial style of our work imbues traditional and contemporary styles of performance with shapes, images, and styles of indigenous performance, rituals, and iconography.

### Role Overview

This Producer role will work closely with the General Manager, Artistic Custodian, and key stakeholders to support the planning and delivery of Na Djinang Circus's creative projects, tours, and productions. The Producer will coordinate across all aspects of production and project management, ensuring that projects are delivered on time, on budget and in alignment with the company's artistic and Cultural vision.

This position requires someone who is organised, proactive, and collaborative, with an understanding of the performing arts sector and a commitment to First Nations self-determination in the arts. The role offers flexible working arrangements, with a combination of work from home, time in creative and training spaces, and travel as required by projects and tours.

This is an initial fixed-term engagement to 31 December 2026. Na Djinang Circus intends for this to be an ongoing role, subject to the confirmation of funding, and this will be discussed openly with the successful candidate.

Na Djinang Circus is committed to growing First Nations arts leadership from within. This role offers genuine opportunities for professional development and mentorship from the management team, and is suited to someone with ambitions to grow into senior leadership in the arts.

### **Project & Production Coordination**

- Work with the Artistic Custodian and General Manager to plan and deliver performance seasons, tours, and development projects.
- Develop and maintain project plans, schedules, and production timelines.
- Coordinate logistics for rehearsals, performances, and tours, including venue liaison, travel, and accommodation.
- Prepare and manage tour packs, production documents, and technical riders.
- Monitor project budgets and expenditure in collaboration with the General Manager.
- Identify and manage project risks, escalating issues as appropriate.

### **Stakeholder & Relationship Management**

- Build and maintain strong relationships with venues, festivals, presenters, and community partners.
- Act as a key point of contact for external stakeholders during project delivery.
- Support negotiations with venues, suppliers, and contractors as directed by the General Manager.
- Represent Na Djinang Circus professionally in all external communications.

### **Administration & Reporting**

- Provide timely and accurate reporting and updates to the General Manager and relevant stakeholders.
- Maintain clear and organised records of contracts, agreements, and project documentation.
- Support grant acquittal processes and funding reporting requirements as needed.
- Assist in the preparation of briefs, proposals, and presentations.

### **General Responsibilities**

- Uphold the values, Cultural protocols, and artistic vision of Na Djinang Circus in all aspects of the role.
- Work in alignment with Workplace Health and Safety policies and procedures.
- Contribute to a positive, inclusive, and collaborative team culture.
- Undertake travel and attend events as required by projects and tours.