

# MALTHOUSE

## ARTISTIC & PROGRAMMING TEAM

# NEW WORK MANAGER POSITION SUMMARY

### Reports to:

Artistic Director/Co-CEO

### Works closely with:

Executive Producer Co-CEO, Senior Producer, Casting Manager, Company Manager, Marketing and Communications Manager, resident artists, and contracted dramaturgs and playwrights.

### Position Summary:

The New Work Manager supports the core artistic goals of Malthouse Theatre to create new work and to support artists and their creative development. The New Work Manager oversees many of the activities in [The Engine Room](#) at Malthouse Theatre, including literary engagements and commissions of writers at the company, leading artist development programs, whilst working closely with the executive team on the programming of the annual theatre season.

The principal objective of this position is to ensure that Malthouse Theatre is an inclusive creative environment, supporting a diverse range of artists on and off the stage, and consistently developing innovative new work with ambition and integrity.

**Salary:** \$80,000 – 85,000 per annum, plus superannuation.

This is a full time (1.0 FTE) position based at The Malthouse in Melbourne. Due to the nature of theatrical work, some evening and weekend work will be required.

### Company Profile

Malthouse is a unique artistic institution in Melbourne, Naarm full of history, that creates thought-provoking live theatre experiences and offers great hospitality. It's a place to connect and a place to feel at home in a community of artists and arts lovers. Be unafraid, be entertained, be switched on.

Malthouse Theatre offers a range of benefits to employees, including access to complimentary and discount tickets, salary sacrifice options, flexible work arrangements, generous discounts at our café and bar, a free and confidential Employee Assistance Program, and regular staff socials including company nights for each of our season shows.

Malthouse Theatre is an Equal Opportunity Employer. We are a theatre for all. First Nations, Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ people, people of colour, and people from culturally and linguistically diverse, migrant and/or refugee communities are strongly encouraged to apply.



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## KEY DUTIES AND RESPONSIBILITIES

### Artistic Programming

- Active engagement in the company's artistic programming conversations by proposing new ideas, providing feedback to executive, advocating for artists and introducing the company to new and diverse talent, and researching programming priorities
- Provide feedback, collaboration and counsel to the Artistic Director throughout the programming process
- Assist the Marketing and Communications team to have dramaturgical understanding of programmed productions

### Artist Development Management

- Management and delivery of the Besen Family Artist Program and additional artist development programs that support skill and career development for theatre artists;
- Actively engage with local artists by engaging with their work outside of the company and building relationships with emerging artists who have the potential to be company collaborators

### Dramaturgy and Literary Management

- Work closely with commissioned writers as the Company's dramaturge, or appoint guest dramaturges to support the work of artists and writers under commission
- Collaborate with the Senior Producer, Casting Manager and Company Manager on the delivery of creative development workshops for new works and writers being developed by the company;
- Be the main point of contact for writers under commission and provide the artist and company with regularly progress updates
- Manage the submission process for solicited and unsolicited plays, including reading, reporting and feedback

### Industry Engagement

- Represent Malthouse Theatre at forums, workshops and performances outside the company as required;
- Provide advocacy for Malthouse Theatre and attend Company previews, opening nights and development functions;
- Regularly attend productions of new plays, workshops, readings and showings in Melbourne;
- Lead post-show discussions as required.

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## **Key Selection Criteria**

The successful applicant will address how they will achieve the following:

1. Initiate and manage the development of new works (commissions) that are aligned with Malthouse Theatre's mission.
2. Collaborative working relationships with artists from diverse practices and backgrounds, and robust engagement with playwrights, theatre makers and the theatre community nationally.
3. Effective management of script submissions, commissions, artistic pitches.
4. Impactful leadership of the artist development programs that elevate and support emerging and new artists
5. Positive relationships with key stakeholders and the Malthouse Theatre team.

## **Inherent Physical Requirements**

The physical requirements of your position are consistent with those of an administrative worker in an office environment. The Malthouse Theatre administration office is located on Level Three of the Malthouse venue and is accessible by stairs. Applicants with access requirements are encouraged to contact Malthouse Theatre for more information about the flexible working arrangements available [careers@malthousetheatre.com.au](mailto:careers@malthousetheatre.com.au) . More information about access in our venue can be found here [malthousetheatre.com.au/access](http://malthousetheatre.com.au/access) .