



Improv Theatre Sydney (ITS) is looking for our new Artistic Director. We're seeking someone who can embed themselves in our ITS community, and simply loves improv. ITS will soon outgrow its current space, and we want someone to lead us as we grow. We're on the lookout for someone who can fill this role across the week over 10 hours, with scope to grow the opportunity as the organisation evolves.

Improv Theatre Sydney is a creative, inclusive and world-class school for students of improvisation. We are Sydney's first ever dedicated improv theatre. ITS endeavours to evolve and be recognised as the Home of Improv in Sydney and a leader in the improv community globally. We are an emerging collaborative hub for international improv in the Southern Hemisphere. We want you to help to build us to be Australia's premier institution for improv, stand up and sketch classes and shows.

The Artistic Director is being recruited alongside a newly created General Manager role. The AD and GM are expected to work collaboratively, with the General Manager's remit to cover finance, management and governance. The Artistic Director's remit and responsibility covers venue programming, artistic relationships and establishing strategic direction of ITS. The General Manager and Artistic Director are specifically required to collaborate with respect to organisational sustainability and strategy, and therefore a key performance indicator is for the two to develop a well-oiled and productive relationship.

Who are we looking for to fill this role?

You're a great improviser. You love the artform as much as the community around it.

And, you're a leader. Either learned or developed, you have the ability to lead both our business and the community, and you are excited about growing both.

You're a big thinker. You have great ideas, and you are confident in developing a vision that will help us elevate the artform of improv in the Southern Hemisphere.

You're comfortable challenging conventional wisdom. You are able to rattle the status quo, lead consensus, and see beyond our business as usual practices.

You move decisively towards organisational goals. You're equal parts creative and leader, and you have no hesitation sharing and executing a big vision.

You're flexible. Although you may have some kind of creative "hunch," the future may unfold in an unpredictable way (hello, pandemic.) Developing an adjustable approach to any situation is one of the things that will make you our ideal AD.

You have a connection to purpose. You are motivated by a desire to drive positive impact through our work at ITS, and promoting and amplifying diverse voices in the performance community.

You know that fart jokes are actually very funny.

What you can expect to be doing in the role:

You can look forward to managing the artistic human resources and revenue generating activities of Improv Theatre Sydney, and working to achieve the Mission of Improv Theatre Sydney (ITS) which entails:

Act as organisational head of ITS school

- Manage term dates and programming (4/5 terms per year)
- Curriculum: annual curricula reviews, auditing, staff feedback
- Show programming (ITS Grad Shows, Level 6 performances)
- Lead and or organise auditions
- Taster programming management (our outreach and recruitment programming)

Shape and deliver our ITS shows

- Oversee programming (except for ITS Big House)
- Selection of acts, show details, show deals
- Adherence to ITS Casting Guidelines
- This will become larger role once theatre is open

Oversee our youth/schools programming

- Work with the schools advisory team
- Develop and manage ITS Smackdown programme 2022
- Facilitate monthly/bi-monthly meeting with schools advisory group
- Manage after schools workshops 2022
- Manage school holiday programme 2022
- Oversee private lessons
- Facilitate schools incursions: programming, staff scheduling and introductions

Act as the face and voice of ITS for external workshops, performers and shows

- Serve as contact for all external performance requests
- Review and negotiate all proposals, programming
- Allocate appropriate staffing for shows

Act as management head and the face of the ITS community

- Deliver quarterly summaries and reports to the board of directors
- Engage in sound stakeholder management practices, brokering collaborative relationships and exploring opportunities to expand the ITS mission and vision
- Express ideas that embody the ethos of ITS, honouring the Code of Conduct
- Live, create, and grow this small but ambitious theatre

Your resume/CV should demonstrate:

(Note: we realise this is a tall order. We have a big vision, so we're aiming high. If you fit some of the list below and you're passionate about the challenge, we want to hear from you regardless.)

- Demonstrated Arts Management experience
- Demonstrated ability to practice sound project management skills
- Familiarity managing budgets and grants
- Excellent communication, community building, analytical, and leadership skills
- A personal practice as an artist, preferably as an actor and/or director
- Directing experience is really helpful
- Knowledge of/experience with improvisation or comedy/sketch/acting teaching technique
- Knowledge of/experience with fundraising, grant writing, and working within a community
- Familiarity with the Sydney/NSW/Australian improv/theatre/comedy community is desirable but not essential.

Helpful stuff to know if you apply with us:

We hope you can start soon at 10 hours a week, scaling to ~20 hours a week once the construction of the theatre commences. The hours of the role are flexible, we're looking to see outcomes over time spent at a desk. This is a hands on rolls-up-the-sleeves role complimented by artistic and thought leadership. We're a community of 24 faculty teachers, an active board of directors, and a handful of bloody talented and really fun collaborators and supporters. ITS is also in the market to hire a GM to support the operations side of the business- someone to keep the back end running while you do your thing. Some weekends and evenings will be required, as it is the nature of the performance world. Compensation to commensurate with experience, and begins at Educational Services (Post-Secondary Education) Award, General Staff Level 5.2.

Improv is participatory and at its best should reflect a diverse community of practice. We strongly encourage people of Aboriginal and/or Torres Strait Islander backgrounds and applicants from culturally and linguistically diverse backgrounds to apply.

We know that everyone is unique and experiences job applications differently. At ITS we are committed to making reasonable adjustments to provide a positive, barrier free recruitment process – at the end of the day, we don't want anything getting in the way of us getting to know you a bit better. If you would like to further personalise your application journey or if you have specific support or access requirements, please email us at info@improvtheatresydney.com.au

International applicants: in this unpredictable time, we can't guarantee that we can support international candidates, but if you're excited about what you've read so far, we definitely want to hear from you.

Application instructions:

We're so pleased you made it to this part of the document!

TO APPLY: Please email managers@improvtheatresydney.com.au

- Cover letter highlighting your experience (We are already obsessed with you. Please link us to your socials, evidence of your brilliance from the interweb where relevant.)
- Please consider attaching/linking us to a portfolio, a show reel and or an intro video. Don't be shy, you know we'll love ya.
- Procrastinators take note: we will be reviewing applications on a rolling basis, so get in touch now if you're keen. **Applications close midnight July 31st.**
- No phone calls please, however, you can direct questions to info@improvtheatresydney.com.au