Strategy and Producing Consultant
Contemporary Asian Australian Performance (CAAP)

Term: Six-month contract, three days per week* (0.6EFT)
Reports to: Artistic Director/CEO
Works closely with: Executive Producer, artists and project partners
Location: Carriageworks, Sydney
Remuneration: $34,500 (0.6EFT of $115,000p/a x 6 months) + statutory superannuation of 12%
*please note the CAAP office is closed from 21st December 2025 to 8th January 2027 inclusive. This time will need to be taken as unpaid leave.

Purpose of the role

Supporting CAAP's artistic program, you will provide additional capacity over six months, with a focus on project preproduction and producing, grant writing and strategic plan development.

The Artistic Director sets the artistic direction and priorities. You will work closely with the Executive Producer, who retains responsibility for business administration, company financial management and day-to-day operations.

Key responsibilities

- Plan and coordinate preproduction for agreed projects, including budgets, schedules, venues, creative teams and production requirements.
- Produce agreed creative developments and projects, coordinating artists, production teams and partners to deliver work within approved budgets and timelines.
- Prepare and negotiate project agreements in consultation with the Executive Producer and within delegated authority; monitor project expenditure, risks and progress.
- Support development of CAAP's new strategic plan by coordinating planning inputs and drafting goals, priorities and actions with the Artistic Director and Executive Producer.
- Maintain clear project records and provide timely updates and handovers to support continuity at the end of the engagement.

Skills and experience required

- Experience producing performing arts projects, including preproduction, budgeting, scheduling and working with artists and presenters.
- Strong grant writing skills and experience contributing to strategic planning.

- Clear communication, sound judgement and the ability to work independently and collaboratively, managing agreed priorities within a part-time role.
- Commitment to CAAP's work championing Asian Australian artists, stories and contemporary performance, and to inclusive and culturally respectful ways of working.

With two major areas of focus in this position description being producing skills alongside large scale grant applications, if you believe you would be a great fit for one of these areas and not the other, we are open to discussions of how to create the right role for you if it's the right fit.

To apply:
We will be taking applications on a rolling basis and organising interviews for all who have the relevant experience.

Please send a detailed CV as well as a detailed cover letter addressing why you are a great fit for the role describing your experience with the above key responsibilities and your associated skills.

Please send applications to: tessa@caap.org.au with the subject line: CAAP STRATEGY AND PRODUCING CONSULTANT

If you have questions about the role please contact Tessa Leong tessa@caap.org.au or board member Nicole Beyer n.beyer@deakin.edu.au