

## **CASTING ASSISTANT (12 MONTH CONTRACT)**

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### **Company Profile**

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#### **Our Vision**

To be recognised as one of the world's preeminent theatre companies, leading the cultural conversation and chosen as a favourite destination for Australians.

#### **Our Purpose**

To share remarkable stories that enable people to better understand the world around them.

#### **Our Values**

*Leadership:* We are a contemporary leader in the arts, with a clear vision and viable roadmap for the future. We are a part of the cultural conversation, ensuring theatre remains an influential and relevant artform in Australian and internationally.

*Equity and Inclusion:* We support and promote equality across our staff, performers and program. We also represent and reflect the diversity of our society and the many stories of our time.

*Creativity:* We take artistic risks and challenge conventional performance boundaries. We integrate creativity into our daily work, using it to solve business challenges as they arise.

*Connection:* We grow and connect with our communities (both internal and external) by ensuring MTC remains relevant. We do this by listening, understanding and evolving to challenge, inspire and entertain.

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### **Purpose of the Position**

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The Casting Assistant ensures the smooth administrative running of the Casting Department, offering casting support to the Casting Director, and assisting with the coordination of artist involvement in cross company activity.

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### **Key Relationships**

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The Casting Assistant reports to the Casting Director and sits within the Artistic Department.

#### **Key Internal Relationships**

- Associate Producer
- Company Management
- Marketing & Communications Department
- Director of Artistic Operations
- New Work Department
- Technical and Production Director

#### **Key External Relationships**

- Performers and creatives agents/representatives
- MTC engaged artists and creative professionals

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## Duties & Responsibilities

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Duties include, but are not limited to:

### **Casting**

Support the Casting Director in casting of all productions in repertoire and ancillary programs within artistic personnel budget including:

- Arranging auditions, distribute scripts, room bookings if required.
- Attending auditions if required.
- Act as central Casting Department contact to coordinate availability checks and maintain availability lists/engage performers and creatives selected for ancillary programs.
- Availability checks of performers and creatives and maintain lists for mainstage repertoire as required.
- Research possible release requests from actors and creatives.
- Draft casting breakdowns as required.
- Research casting requests and provide artist contact information where necessary.
- Manage the process for general auditions and supervise general audition days.
- Cast script readings for the New Work department with support from Casting Director as required.
- Develop broad knowledge of and positive dialogue with all agents, performers and creatives.
- Provide as appropriate current information to agents and/or actors the casting of the Repertoire &/or relevant company activity
- Attend MTC Previews and Opening Night events and theatre and drama school productions to develop a knowledge of performers and creatives' work. Provide informed feedback to the Casting Director regarding work of performers and creatives.

### **Contracting**

- Prepare and issue all deal memos and contracts on advice of the Casting Director for performers and other creatives including directors, designers, composers etc.
- Follow up on contract queries and return of contracts and paperwork.
- Coordinate Casting Department's requirements for MTC Digital Theatre agreements, in consultation with Associate Producer and Casting Director.

### **Administration**

- Provide administrative support to the Casting Director.
- Respond to enquiries and expressions of interest on behalf of the Casting Department.
- Produce and provide artist contact lists to MTC's Production, Marketing & PR Departments.
- Advise account/payroll department when casual payments are due for performers and creatives engaged.
- Database maintenance for the purposes of contract tracking & financial reporting.
- Ensure adherence to contractual conditions, including liaison between artists and payroll.
- Coordinate MinterEllison Assistant Director placements, and the engagement of Directorial Secondments if required.

### **Other**

- Central contact for the booking of MTC engaged artists for Season marketing materials.
- Proofread all outgoing printed collateral and programmes, internal production information and signage on behalf of the Casting Department.
- Liaise with the Company Manager, Marketing & Communications Department in relation to photography. and/or filming of artists employed by MTC and terms for the intended use of any

images or footage and issue necessary agreements, serving as point of contact with agents when necessary.

- Organise Child Employment Permits for child performers.
- In consultation with Casting Director, assist/cover Company Management if required.
- In the event of the Casting Director's extended absence, the role will proceed with casting of company activity, with the support of the Artistic leadership team.

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### Skills & Attributes

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- Minimum 3 years experience in an Arts/Production Administration role or Casting Office
- Knowledge of Actors, Creatives and Artists currently working in the industry
- Experience with contract negotiation
- Strong administration skills, including use of Microsoft Office suite, scheduling and databases
- Excellent communication skills, both written and verbal, including highly developed interpersonal and negotiation skills
- Highly organised with demonstrated accuracy and time management skills
- Good attention to detail including the ability to proofread and correct own work
- Relevant Tertiary qualifications will be highly regarded, but are not essential

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### Environmental Health & Safety

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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 one's 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

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### Conditions

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MTC is a Department of The University of Melbourne, an Equal Opportunity Employer and a dog friendly workplace.

Ordinary hours of work are 37.5 per week, Monday to Friday. However, this position will require some evening and weekend hours from time to time.

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### Access and Inclusion

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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.

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<b>VERSION</b>			
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