

ARTIST ENGAGEMENT COORDINATOR

Terms:	Full Time, 12 Month Fixed Term
Team:	Artistic
Reporting to:	Casting Director
Direct Reports:	N/A
Location:	252 Sturt St, Southbank

Melbourne Theatre Company

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 art form in Australian and internationally.

Equity and Inclusion: We support and promote equity 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 Melbourne Theatre Company remains relevant. We do this by listening, understanding and evolving to challenge, inspire and entertain.

Our Pledge

Theatre is for everyone.

Melbourne Theatre Company is committed to sharing stories that reflect the diversity of the human experience.

We believe that producing the highest quality theatre is only possible when all artists – regardless of race, sexuality, faith, ability, age or gender – are given the same opportunities to create and to flourish.

About the Position

Reporting to the Casting Director and as part of the Artistic Team, the Artistic Engagement Coordinator plays a pivotal role in the operation of the Casting Office and in administering artistic engagements across the Company. This role demands strong logistical and communication skills to build positive relationships across the organisation and contribute collaboratively as part of a dynamic team to the realisation of the Company's Artistic Vision, Values, and overall strategic objectives.

Key Relationships

The Artist Engagement Coordinator reports to the Casting Director and is part of the Artistic Team, reporting through to the Office of the Executive Producer & Deputy CEO.

The role requires strong collaborative relationships across the Artistic Team, in particular New Work and Producing, Production, People & Culture, Finance, and Education & Families to ensure alignment and coordination of artist engagement across all areas of Company activity, and with direction provided by the relevant leads for those program areas.

In carrying out these responsibilities, the Artist Engagement Coordinator is expected to work proactively and balance priorities across departments supporting, collaborating with relevant program leads on engagements outside the Casting Office, while keeping the Casting Director informed of key matters without requiring their involvement in the operational management of those engagements.

Key Internal Relationships

- Executive Producer & Deputy CEO
- Director, Technical and Production
- People & Culture Department
- Senior Producer
- New Work Department
- Director, Education & Families
- Producer – Industry & Audience Initiatives
- Company Management
- Marketing & Communications Department
- Payroll Office

Key External Relationships

- Artists, Artists agents/representatives
- Melbourne Theatre Company engaged artists and creative professionals

Accountabilities

The Artist Engagement Coordinator's responsibilities encompass:

- **Core Casting Administration Duties**
The primary and ongoing focus of the position, ensuring the smooth operation of the Casting Office.
- **Broader Artist Engagement Support**

Responsibilities that may evolve over time, in consultation with the Casting Director, Artistic and Executive leadership, to support other artist engagement activities across the Company while maintaining casting priorities.

- **Overarching Responsibilities**

Duties that guide and shape all aspects of the role, ensuring alignment with organisational priorities and effective collaboration across the Company.

Overarching Responsibilities

- Collaborate with Casting Director, Executive Producer, People & Culture, the Director of Finance & IT, Director of Technical & Production, Producing, New Work, Director of Education & Families and other key stakeholders to ensure artist engagement processes, documentation, and templates are up to date, consistent, and compliant with organisational standards and directed legislative requirements.
- Contribute to, and where appropriate lead, the centralisation and streamlining of artist engagement administration across the Company, ensuring efficiencies, consistency, and clear communication between departments, this will include the utilisation of existing systems and databases, including working with the Director of Technical & Production on inputting and managing information in PlayON.
- Support the delivery of artist-based initiatives and activities as required, ensuring alignment with organisational objectives and fostering effective cross-departmental collaboration.
- In carrying out these responsibilities, the Artist Engagement Coordinator is expected to work proactively and balance priorities across departments, collaborating with relevant program leads and ensuring the Casting Director is kept informed of key matters relating to the Casting Office, as well as other departmental engagements that may influence the Administrator's workflow and priorities.

Core Casting Administration Duties

The primary and ongoing focus of the position, ensuring the smooth operation of the Casting Office.

- Provide organisational and operational support to the Casting Office, including scheduling auditions, coordinating contracts, and facilitating communication between departments.
- Prepare and issue deal memos and contracts for actors and creatives (directors, designers, composers, writers, dramaturgs, etc.) on the advice of the Casting Director or relevant activity lead in case of writers, dramaturgs.
- Maintain accurate artist engagement and contract records, ensuring timely follow-up on queries, return of contracts, and compliance with contractual conditions.
- Update and track artist engagement and casting databases, including contract status, payments, and related information.
- Liaise with artists, agents, other departments, and payroll as required to ensure accurate and timely processing.
- Maintain efficient office systems for correspondence, enquiries, and cross department collaboration within the Casting Office.
- Respond to casting-related enquiries and expressions of interest.
- Draft and proof correspondence, and proof printed collateral, programs, and internal production information related to artist engagement.
- Provide accurate artist contact lists to relevant departments and support the internal billing circulation process.

- Liaise with Marketing & Publicity on photography/filming agreements for artists, ensuring correct usage terms and agent liaison where required.
- Book travel and accommodation for casting activities, workshops, and script developments as needed.
- Assist with scheduling and, where required, attending, general auditions.
- Support the Casting Director and Company Management with artist liaison.
- Assist with availability checks, audition preparation, and distribution of materials.
- Attend programming meetings and contribute casting-related insights to artistic team discussions.
- Review scripts for casting call-outs, auditions, and processes as required.

Broader Artist Engagement Support

Introduced progressively and in consultation with Casting Director, Artistic and Executive leadership, these duties enhance the role's contribution to the wider artistic program and cross company artist engagement processes, while ensuring casting priorities remain central.

- Support artist engagement administration across New Work (inclusive of developments, readings, workshops, and on-country activity), Education & Families, and other artistic programs, taking direction and working within the parameters provided from the relevant program leads.
- Support the coordination of pathway initiatives (e.g., secondments, attachments) aligned with the Company's artistic objectives.
- Contribute to planning to anticipate peak activity periods across departments regarding artist engagements and associated administration workflow.
- Assist with the collation and tracking of artist engagement data for Company reporting and KPIs.
- Foster positive cross-department relationships that enhance the artist experience.
- Attend MTC productions and selected external works to build and maintain knowledge of local artists.
- Represent the Company at relevant industry events.

Skills & Attributes

- Minimum 3 years' experience in an Arts/Production Administration role or Casting/Talent agency
 - Strong organisational and administrative skills with attention to detail.
 - Excellent written and verbal communication.
 - Ability to build positive relationships with artists, agents, and colleagues.
 - Collaborative approach with cross-department coordination skills.
 - Proficiency with databases, office systems, and ability to learn new platforms (e.g. PlayON).
 - Understanding of contracts, compliance, and legislative requirements.
 - Proactive, adaptable, and able to manage competing priorities.
 - Commitment to a positive and professional artist experience.
 - Knowledge of the theatre/performing arts sector and local artists.
 - Professional discretion and sound judgment.
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Health & Safety

All Melbourne Theatre Company employees are responsible for the following safe work procedures and instructions:

- All employees are to comply with Company policies and procedures.
- Adopt work practices that support Health & Safety 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 misuse.
- Must cooperate with Company management in relation to actions taken by the Company to comply with Occupational Health and Safety legislation.

Access & Inclusion

Melbourne Theatre Company 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 these differences bring to the Company.

The Company actively seeks to encourage employment applications from First Nations people, people from culturally diverse backgrounds and people with disabilities. It is our policy to consider reasonable workplace adjustments for qualified applicants with disabilities.

Employee Benefits

Melbourne Theatre Company provides a family and dog-friendly workplace.

We provide numerous benefits including 17.5% annual leave loading; individual flexible working arrangements; complementary tickets for employees and guests to all shows including Opening Nights; regular complimentary ticket offers to shows at other companies; and a commitment to professional learning and career development.

We have established Health and Safety, Access and Inclusion, and Social Committees and encourage all our people to be actively engaged in developing a safe and collaborative workplace.

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