# EOI: Artistic Director, Lake Macquarie One Act Play Festival 2027
Form Preview

## Applicant Details

* indicates a required field

### Contact Details

**Applicant** *
○ Individual ○ Organisation
Organisation Name

Title | First Name | Last Name

**Applicant ABN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register | |
|---|---|
| ABN | |
| Entity Name | |
| ABN Status | |
| Entity Type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |
| Main Business Location | |

Must be an ABN.

**Applicant Primary Address** *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

**Applicant Primary Email** *

Must be an email address.

**Applicant Primary Website**

Must be a URL.

**Applicant Mobile Phone Number** *

Must be an Australian phone number.

**Applicant Other Phone Number**

Must be an Australian phone number.

**Do you hold Public Liability Insurance?** *

☐ Yes
☐ No

If no, Council will aim to assist if required.

**If yes, please upload your certificate of currency.**
Attach a file:

**Do you hold a current Working With Children Check?** *

☐ Yes
☐ No

Proof will be required from the successful applicant.

## Experience

* indicates a required field

### Resume

**1. Please upload a current CV** *
Attach a file:

Maximum 4 pages

**2. Please outline your relevant experience and ability to fulfil the requirements of the Artistic Director role** *

Word count:
Must be no more than 500 words.
If yes, please provide an outline of the event and your role/duties

**3. Please outline your vision for the One Act Play Festival. What would you bring to the Festival?** *

Word count:
Must be no more than 300 words.

## Declaration

**Artistic Leadership and Selection**

The Artistic Director will:

- be a member of the review and selection panel for submitted plays to the festival, assessing each entry against the festival's review and selection criteria.
- advise applicants of the outcome of their play submissions.
- act as the Festival Dramaturg, providing directorial advice and creative support, and attend up to four hours of rehearsal for each selected play between January and March.
- provide artistic guidance and support to playwrights, directors and performers, as required and within the allocated time and budget.
- ensure that all plays remain within the festival terms and conditions regarding time, props, staging and performer numbers.

**Logistics and Stage Management for Festival**

The Artistic Director will:

- develop the running schedule for each of the performances, taking into account the theme, experience and quality of the plays.
- coordinate the rehearsal schedule including the dress rehearsal.
- liaise with the appointed sound and lighting technician regarding the requirements of the Festival at least two weeks prior to the Festival.
- provide sound and lighting requirements for each play to the appointed technician, ensuring all plays remain within the Festival's sound and lighting terms and conditions.
- liaise with the sound and lighting crew during the dress rehearsals and performances.
- coordinate prop use and performance transitions during festival performances.
- coordinate backstage movements during dress rehearsals and performances.

**Marketing and Communications**

The Artistic Director will:

- promote the festival through their own networks and communication channels.
- encourage participation in the festival and submissions from local writers and performing artists.
- be available for media and interviews as part of the festival communication plan, as required.

- encourage and facilitate participation by playwrights, directors and performers in festival marketing and promotional activities, including short videos, interviews and promotional content.

**Working conditions**

The Artistic Director will:

- be available for the dates outlined in this document.
- provide approximately 117 hours of work from appointment as Artistic Director through to festival delivery, comprising:
    - Attendance at the dress rehearsal and performances = 20 hours
    - Creative support for play rehearsals: 12 plays x 4 hours = 48 hours
    - Review of playwright submissions = 12 hours
    - Artist liaison and administration (including meeting to advise successful submissions) = 12 hours
    - Meetings with Council regarding festival progress and organisation = 10 hours
    - Media commitments/festival promotion = 5 hours
    - Festival performance planning and scheduling, including sound and lighting coordination = 10 hours
    - **Total estimated hours: 117**
- provide Council with a detailed invoice for work with breakdown of costs as per the below payment schedule.

**Artistic Director Payment**

- Council will pay the Artistic Director a **total fee of $5,850 inclusive of superannuation and exclusive of GST** (where applicable).
- The fee has been calculated based on the responsibilities and estimated hours outlined in the Working Conditions section.
- Payment will be made in three instalments as follows:
    - $1,741.07, plus 12% superannuation (**total payment $1,950**) upon signing of the Agreement
    - $1,741.07, plus 12% superannuation (**total payment $1,950**) in February 2027
    - $1,741.07, plus 12% superannuation (**total payment $1,950**) on delivery of Festival (10 April 2027)

**I understand that as the Festival Artistic Director, I will, in collaboration with Council Staff ensure the successful delivery of the One Act Play Festival.** *
☐ Yes ☐ No

**I understand all travel/ transport, meals and accommodation required to fulfil the role are at my own expense.** *
☐ Yes ☐ No

**I understand that I will receive payment for the work completed as per the schedule provided in the position statement** *
☐ Yes ☐ No

**All information submitted is true and correct** *
☐ Yes ☐ No

**I agree to provide the contact details for two referees upon request** *
☐ Yes ☐ No

## Key Dates for Festival Director Appointment

- **Expressions of Interest open - Thursday 5 November 2026**
- **Expressions of Interest close - Thursday 19 November 2026**
- **Artistic Director interviews and selection completed by Thursday 3 December 2026**
- **Announcement of Director - Tuesday 8 December 2026**