

POSITION DESCRIPTION: TOUR PRODUCER – PERFORMING ARTS

Salary:	\$75-79k pro rata plus superannuation 6 weeks annual leave / 10 days sick leave
Hours of work:	Part time / 22.5hr week <i>Occasional out of hours work and opportunities to travel.</i>
Reports to:	Lead Tour Manager – Performing Arts
Location:	Level 2 Harbour View Plaza, Darwin, 8 McMinn Street, Darwin

THE ROLE

Artback NT is looking for a Tour Producer to join our passionate team bringing high-quality performing arts experiences to life across the Northern Territory and beyond. Based in Garramilla/Darwin or Mparntwe/Alice Springs, this is a hands-on, senior coordination role where no two days are the same.

You'll work closely with the Lead Tour Producer to help shape and deliver theatre, dance, and music tours that connect artists with audiences across the country. From planning and logistics to artist support and on-the-road coordination, you'll be right at the heart of the action.

What you'll be doing:

- Coordinating all the moving parts of a tour—from schedules and budgets to travel and tech
- Supporting artists and crew before and during tours
- Helping with funding applications and marketing
- Occasionally hitting the road to make sure everything runs smoothly

We're looking for someone who's:

- Super organised and great at juggling details
- A strong communicator and natural collaborator
- Experienced in touring or arts project management
- Passionate about the performing arts and the creative energy of the NT

If you love making things happen, thrive in a fast-paced environment, and want to be part of a small, dedicated team doing big things, we'd love to hear from you!

ABOUT ARTBACK NT

Artback NT is a dynamic multi-artform development and touring agency that connects Northern Territory artists with audiences across Australia and beyond. We work across visual arts, performing arts, music, and dance to share the rich stories and cultures of the Territory.

As the NT's only touring organisation, we develop, produce, and present ambitious and professional work from some of the most remote parts of the country. Our programs are designed to expand the Australian narrative by showcasing the diversity, creativity, and cultural strength of the Northern Territory.

We are driven by our values of collaboration, sustainability, inclusivity, and innovation, and we're proud to play a key role in shaping the cultural landscape of the NT.

DUTY STATEMENT

Program Management & Tour Delivery

- Design and manage the delivery of selected performing arts touring programs across the Northern Territory, nationally and internationally, in alignment with Artback NT's strategic goals.
- Coordinate all aspects of tour logistics including contracts, travel, accommodation, freight, venue bookings, technical requirements, and scheduling.
- Prepare and maintain comprehensive tour documentation including itineraries, contracts, performer support materials, and tour books.
- Liaise with artists, venues, and suppliers to ensure the smooth and professional delivery of all touring activities.
- Provide on-the-road support to touring parties as required, ensuring artist wellbeing and operational efficiency.

Program planning and delivery

- Work closely with the Lead Tour Producer to support the development and implementation of touring programs.
- Take responsibility for managing selected tours from beginning to end, including planning, logistics, delivery, and evaluation. This shared approach ensures a balanced workload across the program and allows both the Manager and Coordinator to lead tours independently.
- Contribute to the preparation of funding applications, reports, and acquittals, including the collection of data, feedback and promotional materials.
- Identify and respond to operational challenges, proposing solutions that enhance program delivery and artist experience.
- Support the development of new touring opportunities through research, stakeholder engagement and logistical planning.

Financial & Administrative Management

- Manage tour budgets in collaboration with the Lead Tour Producer and Executive, ensuring accurate tracking of expenses and timely reporting.
- Obtain quotes, process invoices, and maintain financial records in line with Artback NT's financial procedures.
- Maintain effective administrative systems and contribute to the continuous improvement of internal processes.

Collaboration & Representation

- Work as a key member of the Artback NT team, contributing to organisational planning, meetings and cross-program collaboration.
- Collaborate closely with the Communications Manager to develop and implement marketing strategies that raise awareness of the touring program and effectively support the needs of producers and presenting venues.
- Represent Artback NT with professionalism and cultural sensitivity in all interactions with artists, venues, communities and stakeholders.
- Demonstrate a commitment to working collaboratively and cross-culturally, with respect for the diversity of the Northern Territory.

APPLICATION – Closing date 5pm Monday 2nd March 2026

To apply:

Applications must specifically address all the selection criteria below and should outline relevant work history and experience.

Please provide a CV and 2 professional referees.

All applications are to be sent via email to Kelly Blumberg, General Manager at gm@artbacknt.com.au

If you have any queries please contact Kelly on 08 8941 1444

Selection Criteria - Essential

- Demonstrated experience in tour coordination or arts project management, including planning and delivering performing arts tours or events.
- Strong logistical and administrative skills, with the ability to manage travel, accommodation, freight, scheduling, and technical requirements.
- Proven ability to manage budgets and financial processes, including tracking expenses, processing invoices, and preparing reports.
- Excellent interpersonal and communication skills, with the ability to liaise effectively with artists, venues, suppliers, and internal teams.
- Ability to work independently and take ownership of projects, including managing selected tours from planning through to delivery and evaluation.
- Strong problem-solving skills, with the ability to respond to challenges on the road and ensure artist wellbeing and tour success.
- Proficiency in Microsoft Office and digital tools for project coordination and documentation.
- Capacity to travel throughout the NT and interstate as required, including accompanying tours.

Desirable

- Experience working in regional or remote contexts, particularly in the Northern Territory.
- Understanding of the performing arts sector and touring networks in Australia.
- Knowledge of national touring frameworks such as Playing Australia.