

ASSOCIATE PRODUCER

About Us

Queensland's premier arts festival, Brisbane Festival heralds the promise of play and celebration as it lights up the city each September in a blaze of colour.

We create extraordinary art and take up residence throughout the river city, atop iconic landmarks and deep into the suburbs. We host captivating live performances and installations from home and across the world. Our Festival reflects the diverse communities that give Brisbane its unique voice. We invite audiences to Be Bold with us, to expect art unexpected with open hearts and minds; to be entertained, inspired, and amazed.

Brisbane Festival acknowledges this country's First Nations people and with their leadership and guidance, we celebrate that deep cultural legacy. We create a rich multi-arts program made by and with our local Aboriginal and Torres Strait Islander communities.

Our artists, people and partners are ambitious and agile dreamers who make the impossible possible through passion, hard work, and care.

Position Summary

The Associate Producers work under the guidance of a Producer or Creative Producer to support the planning, coordination, and delivery of delegated projects within the Brisbane Festival artistic program.

The roles provides comprehensive project, administrative, and operational support across a range of productions, events, and site-based works. The Associate Producers is responsible for coordinating artist logistics, maintaining schedules and documentation, supporting budget administration, and assisting with on-ground delivery during Festival operations.

There will be one position dedicated to the Communities and Neighbourhood Centres Program. The other positions will work across the remaining Brisbane Festival program. Please indicate in your cover letter if you would like to be considered for the Associate Producer - Communities position.

There are multiple Associate Producer positions within the 2026 team. These are fixed term (part-time and full-time) contracts with varied start dates depending on project allocation, with commencement dates between May and July and concluding in early to mid-October.

Reporting

Reports to: Creative Producer or Producer

Positions reporting to the role: Volunteers, Event Staff and Front of House Staff

Communication

In respect to internal and external relations, the Associate Producer will:

- Report to and work under the guidance of the Creative Producer or Producer;
- Liaise with the Programming, Technical, Logistics, Marketing, Publicity, Development, Finance, and Administration Departments to carry out the role;

- Liaise with artists, venues, and other relevant external stakeholders as required; and
- Provide regular updates to the Creative Producer or Producer on developments and activities, either in written form or in meetings as required.

Roles and Responsibilities

Program Delivery and Project Coordination

- Support the Creative Producer or Producer in the coordination and delivery of delegated program areas.
- Assist in ensuring projects are delivered on time, within scope, and to required artistic, operational, and safety standards.
- Maintain and update project timelines, performance schedules, and program documentation.
- Contribute to the development and maintenance of Production Schedules and Event Management Plans in collaboration with Technical staff.

Artist Liaison and Logistics Coordination

- Draft and administer artist agreements in accordance with Festival processes and timelines.
- Coordinate collection of artist marketing materials and required documentation.
- Arrange artist travel, visas (where applicable), ground transport, and accommodation in collaboration with relevant teams.
- Maintain accurate records of contracts, public liability documentation, APRA requirements, and other compliance materials.
- Act as a key point of contact for artists in relation to logistical and operational matters.

Venue and Event Operations

- Work with the Creative Producer or Producer in the daily operation of designated venues and Festival sites where applicable.
- Oversee venue presentation standards including cleanliness, signage, patron and staff safety, and hospitality areas.
- Ensure the timely and accurate management of venue resources including promotional materials, green room requirements, artist packs, and other operational assets.
- Maintain close consultation with artistic and production teams during bump-ins, performance seasons, and bump-outs to ensure smooth delivery.
- Assist with integration of sponsor requirements and corporate functions into delegated program areas.

Stakeholder and Departmental Coordination

- Establish and maintain effective communication across all relevant departments including logistics, technical, marketing, publicity, development, finance, and administration.
- Attend departmental and external meetings as required.
- Maintain high quality professional relationships with artists, venues, suppliers, ticketing staff, sponsors, patrons, and VIPs.

Budget and Financial Administration

- Assist the Creative Producer or Producer in monitoring delegated project budgets, including weekly reconciliation of project budgets.
- Support preparation of purchase orders and invoice tracking.
- Flag potential budget risks or variations in a timely manner.

- Assist the Creative Producer or Producer in the delivery of final reconciliations for all delegated project budgets post-festival.

Administration and Reporting

- Maintain high standards of organisational and administrative processes to ensure smooth event delivery.
- Develop and maintain competency in company systems and software platforms (training provided).
- Prepare information required for implementation by technical, marketing, development, publicity, finance, and administration teams through appropriate systems.
- Maintain up-to-date filing and documentation of all correspondence.
- Provide concise and informative weekly reports to the Creative Producer or Producer.
- Minute meetings and prepare agendas as required.
- Assist the Creative Producer or Producer in the delivery of final reports for all delegated projects post-festival.

Systems

- Utilise organisation-wide systems in accordance with policies and procedures provided.

WHS

- Take an active role in effectively implementing Brisbane Festival's WHS policy.
- Support safe work practices during planning, rehearsal, installation, and live delivery phases.

Selection Criteria

Essential

1. Experience supporting arts, festival, or community-based projects

Demonstrated experience working within an arts, cultural, festival, or community engagement context, supporting project coordination and delivery.

2. Experience working with artists and coordinating logistical requirements

Demonstrated experience liaising with artists and coordinating contracts, schedules, travel, accommodation, and related documentation within an arts or event context.

3. Strong communication and interpersonal skills

Excellent written and verbal communication skills with the ability to build and maintain positive professional relationships with artists, community partners, colleagues, suppliers, and stakeholders.

4. Exceptional organisational and administrative capability

High level of attention to detail and ability to manage multiple concurrent tasks, maintain accurate records, and meet deadlines in a fast-paced environment.

5. Ability to work collaboratively and follow direction

Demonstrated capacity to contribute effectively within a team environment, take direction from senior staff, and support shared project objectives.

Desirable

1. Tertiary qualification in theatre, entertainment, arts management, or an equivalent combination of relevant knowledge, training, and experience.
2. Experience using database or project management systems, or the capacity to quickly acquire these skills.

3. Experience working within a major festival or multi-site event environment.
4. A current Open Queensland Driver Licence with the ability to travel between neighbourhood centres and Festival sites as required.

How To Apply

Please apply via our [online application form](#) only. Address your application to: Genevieve Trace – Program Manager. For enquiries contact: productionadmin@brisbanefestival.com.au

Please provide your CV including at least two referees, as well as a statement indicating how you meet the selection criteria listed. A cover letter is optional. Short-listed applicants should be available for interview after the application closing date. All applications are strictly confidential.

Applications will remain open until 5:00PM ON TUESDAY 21 APRIL 2026, unless the positions are filled prior.

Early applications are encouraged. Applications are strictly confidential.

Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other marginalised folks tend to only apply when they check every box. So, if you think you have what it takes, but don't necessarily meet every single point above, please still get in touch. We would love to have a chat and see if you could be a great fit.

Brisbane Festival is an equal opportunity employer committed to diversity in the workplace. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. Aboriginal and Torres Strait Islander People, LGBTQIA+, culturally and linguistically diverse applicants and people with a disability are encouraged to apply.

Privacy

The following is extracted from our Privacy Policy. If you wish to view the entire policy, please request a copy via the email address above.

3.3. Information for job applicants (including volunteers)

3.3.1. Collection of your personal information

If you are applying for a job with us, you may be required to provide us with certain personal information, including your:

Name; Residential address; Postal address; Telephone numbers; Email address; Employment history; Educational background.

in person, over the telephone, by fax or email, as part of, or in relation to, your job application.

In considering your information, we may also collect information about you from the referees you nominate in your application.

3.3.2. Use of your personal information

We will only use your personal information for the purposes of considering your application and, if successful, your employment.

3.3.3. Disclosure of personal information

In considering your application, it may be necessary for us to disclose some of your personal information to third parties to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.