

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

Under the direction of the Program Director and in service of the artistic vision set by the Artistic Director, the Producer leads the delivery of delegated events within Brisbane Festival's artistic program.

The role is responsible for end-to-end project delivery, including stakeholder engagement, contracting, budget management and financial reporting, ensuring projects are delivered safely, on time and within approved budgets. The Producer oversees Associate Producers and event staff, providing clear leadership, guidance and support across planning and delivery phases.

Working closely with internal Festival teams across Programming, Technical, Marketing and Development, and external partners, the Producer ensures seamless cross-functional collaboration, rigorous governance and high-quality outcomes, contributing to ambitious, accessible and impactful public events that reflect Brisbane Festival's values and commitment to artistic excellence and public engagement.

This is a full-time fixed term contract commencing in June and ending in early October.

Reporting

Reports to: Program Director

Positions reporting to the role: The role may have an Associate Producer as a report, as well as seasonal programming and event reports during the peak Festival delivery period.

Communication

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

- Report to the Program Director,
- Liaise with the Programming team and appropriate other staff members to carry out the role,

- Liaise with relevant external stakeholders as required,
- Provide the Program Director with a weekly report of developments and activities. This may take place in writing or in the form of a meeting.

Roles and Responsibilities

Project Development and Delivery

- Manage the planning and delivery of assigned projects within the organisation's program, ensuring alignment with artistic, strategic and operational objectives.
- Manage projects through to delivery, including scheduling, logistics, and stakeholder coordination.
- Oversee project timelines, ensuring milestones are met and outcomes are delivered to a high standard.
- Contribute to the development and implementation of production schedules, project plans and supporting documentation in collaboration with technical and production teams.

Stakeholder and Artist Engagement

- Act as a primary point of contact for artists and collaborators, supporting clear communication and positive working relationships.
- Coordinate artist logistics including contracting, travel, accommodation and project requirements.
- Support partnership and sponsorship outcomes, ensuring alignment with project goals and artistic vision.

Contracting, Budgeting and Governance

- Develop and manage project budgets, ensuring accurate tracking, forecasting and reporting.
- Oversee contracting processes for artists, presenters and suppliers, ensuring compliance with organisational policies and relevant regulations.
- Identify and manage risks, including licensing, insurance and compliance requirements.
- Monitor financial and operational performance against agreed project objectives.
- Reconcile project budgets on a weekly basis.
- Provide a final financial reconciliation for delegated projects post-festival.

Team Leadership and Collaboration

- Supervise and support Associate Producers, project staff and contractors as required.
- Foster a collaborative and inclusive working environment across teams.
- Coordinate internal and external meetings to ensure effective communication and alignment.
- Work closely with programming, production, marketing, development and operations teams to deliver integrated outcomes.

Production and Delivery Oversight

- Oversee the delivery of projects, ensuring smooth operations and high-quality presentation.
- Liaise with technical and production teams to coordinate resources, logistics and infrastructure.
- Maintain close communication with creative teams throughout development and delivery phases.
- Ensure a positive experience for artists, audiences and stakeholders.

Administration, Reporting and Professional Practice

- Prepare and maintain accurate project documentation, reports and correspondence.
- Provide timely and accurate information to relevant internal departments.
- Maintain strong industry relationships with artists, companies, venues and sector organisations.
- Uphold high standards of administrative accuracy, organisation and digital proficiency.
- Complete a final report per project post-festival.
- Undertake other duties as reasonably directed.

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.

Relevant Experience

Essential

1. Demonstrated experience in producing arts, cultural or creative projects

Proven experience delivering projects or productions from concept to completion, including coordination of stakeholders, resources and timelines within an arts, festival or related context.

2. Strong stakeholder engagement and relationship management skills

Demonstrated ability to work effectively with artists and venues maintaining clear, professional communication and productive working relationships.

3. Proven project management, budgeting and financial oversight capability

Experience managing project budgets, contracts and timelines, with the ability to monitor expenditure, report accurately and deliver outcomes within agreed financial and governance frameworks.

4. Knowledge of compliance, risk management and operational delivery

Understanding of relevant licensing, insurance, WHS and compliance requirements, and the ability to identify and manage risks within project delivery.

5. Leadership and team supervision experience

Demonstrated experience supervising staff, contractors or creative teams, with the ability to delegate effectively, provide clear direction and foster collaborative working environments.

6. Strong organisational and administrative skills

High level of accuracy and attention to detail in managing contracts, schedules, reporting and documentation across multiple projects and competing deadlines.

7. Ability to work collaboratively in a dynamic delivery environment

Proven capacity to work across teams and departments, adapt to changing priorities and deliver outcomes under pressure while maintaining professionalism and artistic integrity.

Desirable

1. Tertiary qualifications in arts management, event management or a related discipline, or equivalent professional experience.

2. Demonstrated use of a database system, or the capacity to quickly obtain these skills.
3. Experience supporting sponsor or partner integration within public events.

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 WEDNESDAY 29 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.