

BRISBANE FESTIVAL

PRODUCER – TREASURY BRISBANE ARCADIA

About us:

Each September Brisbane Festival unites the city in a celebratory fusion of culture with a thrilling program of theatre, music, dance, circus, opera and major public events such as Sunsuper Riverfire. An \$18 million premier international event, Brisbane Festival is the biggest event of its kind in Queensland with over a million people coming together to join the festivities. With a core staff of approximately 15 and a Board of 10 Directors, Brisbane Festival builds to a peak in September with 80+ staff, 150+ contractors, 350+ volunteers, and 1500+ artists.

Venue / Precinct:

Located in South Bank, Treasury Brisbane Arcadia is a central hub for Brisbane Festival, featuring a program of free outdoor activities and ticketed performance tents with music, cabaret and family programming.

Position Summary:

The Producer works closely with the Program Director to deliver various projects within the Brisbane Festival Program. The Producer is responsible for managing the delegated projects at Treasury Brisbane Arcadia, liaising with all artists, suppliers and relevant creative teams.

This is a Full Time contract for the period of March to October 2019.

Reporting

Reports to: Program Director

Positions reporting to role: Associate Producer, Coordinator, Secondments, other Project Staff, and Front of House Staff

Communication

In respect to internal and external relations the Treasury Brisbane Arcadia Producer shall:

- Report to the Program Director;
- Internal: Works closely with appointed Technical Manager, Site Designer, Logistics staff, Ticketing Manager, delegated Marketing staff; Development Staff; Front of House and other appropriate staff members;
- External: Works closely with all artists, agents, managers and producers for events programmed across the Treasury Brisbane Arcadia site;
- Provide the Program Director with a weekly report. This may take place in writing or in the form of a meeting.

Roles and Duties

Successfully deliver, to a high standard, the designated projects as part of Brisbane Festival 2019

- Work with Brisbane Festival's Contemporary Music Programmer and relevant Brisbane Festival team to deliver Spiegeltent music program.
- Coordinate the accurate and timely finalisation of presenter and artist contracts, immigration procedures and documents, travel, accommodation and resource requirements
- Update and maintain all performance and program activity schedules for Treasury Brisbane Arcadia
- Review and update delegated project timelines for Treasury Brisbane Arcadia in consultation with appointed Technical Manager
- Coordinate regular meetings for internal staff to ensure clear delegation and successful communication for all South Bank precinct Treasury Brisbane Arcadia initiatives
- Monitor and manage approved budgets for all delegated programs in consultation with the appointed Technical Manager
- Source and contribute to all necessary information required by the technical, logistics, marketing, corporate development, publicity, administration and finance teams for delegated Treasury Brisbane Arcadia projects through the appropriate systems
- Informing the Program Director of any licensing and insurance requirements relevant to areas you are responsible for producing
- In consultation with the appointed Technical Manager, contribute to Production Schedules and Event Management Plans for the events/productions you are responsible for producing
- Support the delivery of sponsor requirements and ensure smooth integration into the overarching vision and look of the artistic program

Supervise Programming staff and work collaboratively with all Brisbane Festival staff at all times

- In consultation with the Program Director, identify appropriately qualified and experienced people to fill delegated roles as required including Front of House
- Provide clear and concise delegated tasks in line with approved Position Descriptions to the staff you are responsible for supervising in a timely and supportive manner
- Work with Brisbane Festival's Contemporary Music Programmer to finalise and deliver the ticketed music program at Treasury Brisbane Arcadia
- Manage delegated projects in consultation with Technical Manager, and ensure regular tracking of budgets occurs in Datafest and updates to Program Director are provided regularly
- Maintain clear and collaborative communication with all Festival departments
- Any other duties as directed by the Program Director

Develop and maintain professional relationships relevant to delegated projects

- Liaise with artists, agents, promoters, arts organisations, communities, community organisations, suppliers and partners to deliver delegated programs
- Establish and maintain high standards of written and verbal communication with presenting companies, artists, venues, agents, promoters, managers and other associated suppliers

Maintain high standards of administration and communication at all times

- Prepare all artist and show information necessary for implementation by technical, marketing, development, publicity, finance and administration teams through the appropriate systems
- Develop and maintain a high degree of competency in the operation of the company database software program Datafest (training and support will be provided)
- Maintain up-to-date filing of all company correspondence
- Maintain a high level of proficiency in the use of Microsoft Word, Excel and Outlook as well as a high degree of grammatical accuracy at all times
- Provide concise and informative reports (verbal or written) to the Program Director on a weekly basis
- Prepare and finalise reporting requirements relevant to your delegated areas.
- Establish and maintain effective team communication with all Festival departments including Logistics, Programming, Technical, Marketing, Development, Finance, and Administration.

Systems

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

WHS

- Take an active role in effectively implementing Brisbane Festival's WHS policy.

Selection Criteria

Essential

1. Proven track record delivering events across multiple venues, and / or delivering multiple theatrical productions
2. Demonstrated experience working in a festival environment
3. Ability to work as part of a team and follow direction
4. Experience managing a venue and managing Front of House teams
5. Exceptional time management skills

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6. Effective leadership skills with proven experience supervising staff and ability to motivate teams to ensure high performance and a strong team culture
7. Excellent communication skills with demonstrated ability to develop and manage strong relationships

Desirable

1. Tertiary qualification in theatre, entertainment or arts management or an equivalent relevant knowledge, training and/or experience
2. Demonstrated use of a database system, or the capacity to quickly obtain these skills
3. Experience working with international artists and coordinating artist immigration and logistical requirements

HOW TO APPLY

Please apply by email only. Address your application to: Charlie Cush, Chief Executive Officer – sarah@brisbanefestival.com.au

Please provide your résumé 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 between **11 - 15 February 2019**. All applications are strictly confidential.

Applications close 12 noon, Monday 21 January 2019

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

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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 in order to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.