



## Associate Producer

### 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. A \$16 million premier international event, Brisbane Festival is the biggest event of its kind in Queensland with over one 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, 300+ volunteers, and 1500+ artists.

### Position Summary:

Brisbane Festival's Associate Producers work with the Producers to deliver various projects within the artistic program for Brisbane Festival, across Treasury Brisbane Arcadia, Theatre Republic, and within venues across the city. The Associate Producer is responsible for assisting in delivering delegated projects, liaising with artists and coordinating artist logistical requirements.

The Festival currently has opportunities for a small team of Associate Producers, with Full Time contracts for the period of April to October.

### Reporting

Reports to: Producer

Positions reporting to role: Front of House, Volunteers, Secondment

### Communication

In respect to internal and external relations the Associate Producer shall:

- Report to their Producer;
- Internal: Works closely with appointed Technical Manager, Site Designer, Site Design Coordinator, Logistics staff, Ticketing Coordinator, delegated Marketing staff; Development Staff; Front of House and other appropriate staff member;
- External: Works closely with all artists, agents and producers for delegated events, as well as venue staff, caterers, and ticketing suppliers;
- Provide their Producer with a weekly report. This may take place in writing or in the form of a meeting.

### Financial Delegation

- N/A

### Roles and Duties



### **Support the Producer to successfully coordinate the planning and delivery of delegated program areas**

Assist with the accurate and timely coordination of delegated program areas, including:

- Drafting of artist agreements
- Preparation and maintenance of artist and program schedules
- Coordination of visas and documents for artists
- Liaising with logistics team for arranging of travel, ground transport and accommodation needs of artists
- Liaising with venues and suppliers
- Assisting with budget/finance reporting
- Following up of all contracts, public liability records, APRA and other required artist information including marketing materials
- Collaborating with technical staff on production schedules and event management plan
- Assisting with Front of House staffing, training and rostering
- Establishing and maintaining effective team communication with all departments including logistics, technical, marketing, publicity, development, finance and administration
- Attending departmental meetings and external meetings as required
- Any other duties as directed by the Producer or Program Director

### **Work with the Producer in the daily operation of designated venues and locations during Brisbane Festival**

- Work closely with the Producer and other Brisbane Festival staff to oversee designated venues/site, providing attention to detail regarding overall venue presentation including cleanliness, patron and staff safety, signage, and access to hospitality and seating areas
- Ensure the timely and accurate handling of all venue resources including food and beverage stock, promotional materials, green room and dressing room requirements and artist packs
- Maintain close consultation with the artistic and production teams during bump-ins, seasons and bump-outs to ensure all venue and production elements are coordinated and in place for all public performances
- Assist marketing and corporate development staff to smoothly integrate sponsor requirements and corporate functions into delegated program areas
- Maintain high quality communication and positive relationships with Brisbane Festival staff, venue and ticketing staff, suppliers, artists, patrons and VIPs
- Work closely with the Producer to manage designated events and venues, and maintain high standards of organisational skills and administration processes, to ensure the smooth delivery of all events

## **Maintain high standards of organisational skills and administration processes, including accurate written and verbal communication, to ensure the smooth delivery of all events**

- Develop and maintain a high degree of competency in the operation of the company database software program Datafest (training and support will be provided)
- Assist the Producer to prepare all information necessary for implementation by technical, marketing, development, publicity, finance and administration teams through the appropriate systems
- 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 Producer on a weekly basis
- Minute meetings and prepare agendas as required

## **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. Experience working with artists and coordinating artist logistical requirements.
2. Excellent people management and communication skills
3. Exceptional administration skills
4. Broad knowledge of and experience working in the performing arts
5. Ability to work as part of a team and follow direction

### Desirable

1. Tertiary qualification in theatre, entertainment or arts management or an equivalent combination of relevant knowledge, training and/or experience.
2. Demonstrated use of a database system, or the capacity to quickly obtain these skills.
3. Experience in event management or a festival environment.

## **HOW TO APPLY**

Please apply by email only. Address your application to: Kate Fell, Program Director – [sarah@brisbanefestival.com.au](mailto: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 25 – 29 March. All applications are strictly confidential.

***Brisbane Festival is an equal opportunity employer. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. We particularly encourage Aboriginal and Torres Strait Islander people to apply.***

***Applications close 12 noon, Friday 22 March 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

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.