



First Nations Creative Producer

About us:

We are Brisbane's most anticipated event of the year, bringing people together as they awake from their winter slumber for an explosion of arts performances and experiences.

The river and iconic city landmarks are our stage as we create the art that enlivens, delights and disrupts. The curated multi-arts program presents a bold international program transporting our audience beyond the everyday through captivating performances and installations from across the world. We participate in global conversations.

We are deeply committed to making the impossible possible for our audiences and our artists. Brisbane Festival is an important time of the year when our artists are pushed beyond the horizon to make the work of their dreams come to life. 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 Indigenous community.

Position Summary:

This position is open for Aboriginal or Torres Strait Islander applicants only.

The First Nations Creative Producer works closely with the programming team, Artistic Director, the First Nations Curator, and the Indigenous Advisory Group to deliver various projects within the Brisbane Festival Program. This role involves delivery of projects that have been programmed for 2020 as well as contributing to the program development of 2021 Festival. The Creative Producer is responsible for managing a range of projects, liaising with all artists, suppliers and relevant creative teams.

This is a Full Time contract for the period of May to December 2020. Flexible arrangements including some periods of time working part-time can be negotiated.

Reporting

Reports to: Program Director

Positions reporting to role: Secondments, other Project Staff

Communication

In respect to internal and external relations the First Nations Creative Producer shall:

- Report to the Program Director;
- Work closely with the First Nations Curator
- Liaise with the appointed Technical Manager, Logistics staff, Ticketing Manager, delegated Marketing staff, Development Staff, Front of House, and other appropriate staff members to carry out your role;



- Liaise with Indigenous Advisory Group, artists, agents, promoters, arts organisations, communities, community organisations, suppliers, partners, and other relevant organisations to carry out your role;
- 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.

Financial Delegation

- n/a

Roles and Duties

Successfully deliver, to a high standard, the delegated projects as part of Brisbane Festival 2020

- Deliver the accurate and timely coordination of delegated events and projects
- Establish and maintain positive relationships and high standards of written and verbal communication with all relevant parties as part of delivering the delegated projects
- Coordinate the accurate and timely finalisation of artist marketing information collection, presenter and artist contracts, immigration procedures and documents, travel, accommodation and resource requirements
- Follow Festival scheduling processes and update and maintain all performance and program activity schedules for delegated projects
- Review and accurately track project timelines for the delegated projects in consultation with appointed Technical Manager(s), in line with key Production deadlines
- Manage delegated project budgets in consultation with the Technical Manager(s), and ensure regular and accurate tracking of budgets in line with the Program Director's reporting requirements
- In consultation with the appointed Technical Manager(s), contribute to Production Schedules and Event Management Plans for the events/productions you are responsible for producing
- Maintain close consultation with the artistic and production teams during bump-ins, bump-outs to ensure all venue and production elements are coordinated and in place for all public performances
- Maintain high quality communication and positive relationships with personnel, patrons, and all relevant parties on site
- Support the delivery of sponsor requirements and ensure smooth integration into the overarching vision and look of the artistic program
- Any other duties as directed by the Program Director provided that such duties are within the limits of your skills and are of a fair and reasonable nature



Work with the First Nations Curator, the Artistic Director, the programming team, and the Indigenous Advisory Group on the programming, development and presentation of projects as part of Brisbane Festival

- Liaise with artists about the development and presentation of projects
- Research and scope projects including preparing of budgets
- Engage with Aboriginal and Torres Strait Islander communities and assist to develop audience development and community engagement strategies
- Be the key contact and Secretariat for the Indigenous Advisory Group

Work collaboratively with all Brisbane Festival staff at all times, and supervise and delegate to team members as required

- Source and contribute to all necessary information required by the technical, logistics, marketing, development, publicity, administration and finance teams for delegated projects through the appropriate systems
- Coordinate regular meetings for internal staff and external stakeholders to ensure effective successful communication for all delegated projects
- Work with other Brisbane Festival producers as needed to deliver programming as part of your delegated projects
- Maintain clear and collaborative communication with all Festival departments
- Any other duties as directed by the Program Director

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
- Maintain up-to-date filing of all company correspondence
- Maintain a high level of proficiency in the use of Microsoft Word, Excel and Outlook
- Prepare and finalise reporting requirements relevant to your delegated areas.

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. Identify and recognised as a member of the Aboriginal and Torres Strait Islander community
2. Proven track record producing arts events and projects
3. Experience in engaging with and working with Aboriginal and Torres Strait Islander communities and artists
4. Demonstrated experience working in a festival environment (or similar context)
5. Excellent communication skills with demonstrated ability to develop and manage strong relationships

HOW TO APPLY

Please apply by email only. Address your application to: Sarah Farnsworth, Production Coordinator, 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 20-21 April 2020. 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. This position is open to Aboriginal or Torres Strait Islander applicants only.

Applications close Mon 30 March, 5pm

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.