

## 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

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

There are several different Associate Producer positions within the team for 2025. These positions are Short Term (Part-Time and Full-Time) contracts with varied start dates depending on the project, with start dates falling between April – July. All positions end in early October.

There will be one position dedicated to working across the Communities program, and the rest of the positions will work across the remaining Brisbane Festival program. Please indicate in your cover letter which would be more suited to you, if there is a preference.

### Reporting

**Reports to:** Creative Producer, Program Director

**Positions reporting to the role:** Event Staff, Interns

### Communication

In respect to internal and external relations, the Associate 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**

With support from the Program Director, the Associate Producer will:

**Support the Creative 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
- Arrangement of travel, ground transport and accommodation for 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 plans
- 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 Creative Producer or Program Director

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

- Work closely with the Creative Producer and other Brisbane Festival staff to oversee designated venues and sites, 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 Creative 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's systems (training and support will be provided)
- Assist the Creative 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 Creative Producer on a weekly basis
- Minute meetings and prepare agendas as required

## Systems

In respect to systems use, the Associate Producer will:

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

## WHS

In respect to Workplace Health and Safety, the Associate Producer will:

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

## Relevant Experience

### 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 via our [online application form](#) only. Address your application to: Bella Ford – Program Director. For enquiries contact: Laura McCabe - [laura@brisbanefestival.com.au](mailto:laura@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 CLOSE: 5:00pm on Monday, 17 February 2025**

*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.