

CREATIVE 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

The Creative Producer will manage and lead the delivery of delegated projects within the artistic program of Brisbane Festival, reporting to the Program Director and delivering projects within agreed timelines and set budgets. This role may include supervision of Associate Producers and Project Coordinators where applicable and management of community engagement, artists, contractors, schedules, budgets, contracts, reports and correspondence.

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

Some of the Creative Producer roles will be more venue based, thus requiring more traditional producing skills, while other Creative Producer roles will require more programming and creative producing experience. Please indicate in your cover letter which would be more suited to you, if there is a preference.

Reporting

Reports to: Program Director

Positions reporting to the role: Associate Producer, Event Staff, Project Coordinators

Communication

In respect to internal and external relations, the Creative 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

Communication

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

- Report to the Program Director
- Liaise with the appointed Technical Manager, Site Designer, Logistics staff, Ticketing Manager, delegated Marketing staff, Development Staff, Front of House, and other appropriate staff members to carry out your role;
- Liaise with 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.

Roles and Duties

- Manage and administer the delivery of delegated events and projects as directed by the Program Director
- 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, travel, accommodation and resource requirements

- Manage and deliver community engagement for delegated projects in consultation with the Program Director
- Coordinate site visits with relevant stakeholders to ensure the smooth delivery of delegated programs
- Follow Festival scheduling processes to 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, 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
- Inform the Program Director of any licensing and insurance requirements relevant to areas you are responsible for producing
- 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
- Support the delivery of sponsor requirements and ensure smooth integration into the over-arching 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.

Systems

In respect to systems use, the Creative Producer will:

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

WHS

In respect to Workplace Health and Safety, the Creative 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.

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.