

BRISBANE FESTIVAL

Senior 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, taking 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 role will commence on in February, for a 12 month contract. The role will begin as part-time, transitioning into full-time work for some of the year during busier periods.

The Senior Producer will manage and lead the delivery of delegated projects within the artistic program of Brisbane Festival, reporting to the Head of Programming and working with the Executive Producer to deliver 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.

Reporting

Reports to: Head of Programming

Positions reporting to role: Associate Producer, Event Staff

Communication

In respect to internal and external relations the Senior Producer will:

- Report to the Head of Programming;
- 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,

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community organisations, suppliers, partners, and other relevant organisations to carry out your role;

- Provide the Head of Programming with a weekly report of developments and activities. This may take place in writing or in the form of a meeting.

Roles and Duties

Successfully deliver, to a high standard, the delegated projects as part of Brisbane Festival 2023

- Manager and administer the delivery of delegated events and projects as directed by the Head of Programming
- 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 Head of Programming
- 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 Head of Programming's reporting requirements
- Inform the Head of Programming 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

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- Any other duties as directed by the Head of Programming provided that such duties are within the limits of your skills and are of a fair and reasonable nature

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, corporate 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
- In consultation with the Head of Programming, identify appropriately qualified and experienced people to fill delegated roles as required, including Front of House if applicable
- 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 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 Head of Programming

Manage the daily operation of designated sites for delegated events and projects

- Work closely with Brisbane Festival staff to oversee designated venues/sites
- Assist the Logistics staff and other related crew, where required, with coordination of ground transport, resources, and signage for designated sites
- Ensure the timely and accurate handling of all venue resources and requirements
- 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

Maintain high standards of administration and communication at all times

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- 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 positive and collegiate relationships with industry stakeholders, including other companies, festivals, creative venues and industry bodies.
- 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. A minimum of 5 years experience in a festival or venue context and proven track record producing multiple arts events and projects simultaneously.
2. Excellent contract negotiation skills with experience negotiating high-level agreements with multiple stakeholders and achieving positive outcomes.
3. A high level of financial proficiency with developed budgeting and forecasting skills across various financial deal scenarios including box-office splits
4. Demonstrated schedule management skills, with a high-level understanding of the festivals, and the theatrical development and production process. Experience producing new works from commission to production will be highly regarded.
5. Effective leadership skills with proven experience supervising staff and ability to motivate teams to ensure high performance and a strong team culture
6. Excellent communication skills with demonstrated ability to develop and manage strong relationships

HOW TO APPLY

Please apply via our [online application form](#) only. Address your application to: Bella

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Ford – Head of Programming. For enquiries contact: Emma@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. All applications are strictly confidential.

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.

APPLICATIONS CLOSE 5PM Friday 12 January 2024.

Please note: applications may be reviewed, shortlisted, and invited for interview prior to the closing date, and if a suitable candidate is found applications may be closed earlier. Please do not hesitate 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 in order to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.