

# 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

Brisbane Festival is seeking an experienced and innovative Senior Producer to help shape and deliver an ambitious artistic program, led by the festival's Artistic Director. As a key member of the Programming team, you will work closely with the Program Director and Technical Director to oversee the planning and execution of key productions and events, ensuring projects are delivered on time, within budget, and to the highest artistic standards.

This role requires a strategic thinker and creative problem solver who thrives in a fast-paced festival environment. You will manage key projects, collaborate with artists and stakeholders, and oversee event logistics, contracts, and budgets. The Senior Producer will also supervise and mentor Associate Producers, and assist the Program Director in supporting other programming and event-staff members, fostering a high-performing and collaborative team.

This is a **full-time, 12-month contract** commencing **May 2025**.

### Reporting & Communication

**Reports to:** Program Director

**Positions reporting to this role:** Associate Producer, seasonal Event Staff, and other programming team members as relevant to project delivery.

### Purpose:

Supporting the Program Director in the planning, management and implementation of a diverse and ambitious festival program and supporting the development of content and programming initiatives.

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## **Key Responsibilities:**

### **Program & Project Delivery**

- Lead the planning and execution of key festival projects across diverse art-forms including theatre, music, dance, and community initiatives, ensuring artistic excellence and operational efficiency.
- Scope and develop financial modelling for delegated events, productions and initiatives.
- Oversee community development initiatives that foster meaningful collaborations with artists, stakeholders, and diverse communities.
- Support the Program Director in providing stakeholder support and management including, delivering interim and final reports, grant development and acquittals, and preparing proposals.
- Manage artist and venue negotiations, contracts, schedules, budgets, and event logistics to ensure seamless project delivery.
- Supervise and support Associate Producers, and other seasonal programming and event-staff.
- Track and manage project timelines, ensuring alignment with key production milestones and budget requirements.

### **Stakeholder & Team Management**

- Liaise with internal teams, including technical production, marketing, development, ticketing, administration to ensure successful project execution.
- Build and maintain relationships with artists, agents, arts organisations, community groups, and suppliers.
- Provide regular updates and reports to the Program Director, ensuring transparency on project developments, challenges, and outcomes.
- Coordinate and conduct meetings as required and ensuring clear communication across departments and external partners.

### **Operations & Logistics**

- Oversee site visits, production schedules, and the development of event management plans to guarantee smooth festival operations.
- Work closely with logistics staff to coordinate transport, resources, and signage for designated venues and sites.
- Ensure all licensing, insurance, and WHS requirements are met for projects under your supervision.
- Support the integration of sponsor and partner activations within the artistic program.

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## Selection Criteria

### Essential

1. **Festival & Event Production Experience** – Minimum 6 years' experience in a festival or venue context, with a proven ability to produce multiple arts events simultaneously.
2. **Contract Management** – Very strong negotiation skills with experience in developing and managing various agreements including artist, agent, venue and supplier contracts.
3. **Budget Management** – Excellent financial proficiency across all areas of producing including budgeting, forecasting, and managing various financial deal structures such as box office splits
4. **Project & Schedule Management** – Exceptional organisational skills with a thorough understanding of festival and theatre production processes, including new work development.
5. **Team Supervision & Development** – Demonstrated experience supervising and mentoring teams, fostering collaboration and high performance.
6. **Stakeholder Engagement** – Ability to build and manage strong relationships with artists, partners, and community organisations.
7. **Communication & Problem-Solving** – Excellent verbal and written communication skills, with a proactive and solutions-focused approach.

### Workplace Culture & WHS

- Foster a positive and collaborative team environment, working closely with all Brisbane Festival staff.
- Ensure compliance with Brisbane Festival's **Workplace Health & Safety (WHS)** policies and procedures.