

POSITION DESCRIPTION

Role title: Producer

Employment Basis: Full-time employee

Reports to: Lead Producer

Key Communications with: Artistic Director/CEO, Lead Producer and Production Manager

PURPOSE OF POSITION

The Producer is responsible for managing projects, liaising with artists, stakeholders, and suppliers to ensure the successful delivery of the company's artistic program. The role works closely with the Lead Producer and Production Manager.

The key areas of responsibility of the Producer:

Program Support

- Prepare project timelines in consultation with the Artistic Director/CEO and Lead Producer
- Manage and deliver community engagement for projects in consultation with the Lead Producer
- Negotiate, prepare and issue contracts in consultation with the Lead Producer
- Provide research support to Artistic Director and Lead Producer
- Provide information required by the technical, logistics, marketing, corporate development, publicity, administration and finance teams for projects
- Assist with grant writing as directed by Artistic Director and/or Lead Producer
- Any other duties as directed by the Lead Producer provided that such duties are within the limits of your skills and are of a fair and reasonable nature

Production

- Assess and confirm production requirements for projects in consultation with Production Manager and Lead Producer
- Obtain technical specifications from artists and venues
- Assist with identifying and securing venues and locations for the delivery of the artistic program.

Finance and Reporting

- Manage approved project budgets and ensure regular and accurate tracking of budgets in line with Lead Producer's reporting requirements
- Prepare budgets for projects for the Lead Producers approval.
- Prepare and finalise budget reporting requirements as directed by Lead Producer.

Administration and Marketing

- Support the coordination of accurate and timely artist marketing information collection, presenter and artist contracts, travel, accommodation and resource requirements
- Establish and maintain positive relationships and high standards of written and verbal communication with all relevant parties as part of delivering the delegated projects
- Database management including entering/updating contacts into company CRM
- Oversee arrangements necessary for artists' travel, accommodation, visas, ground transport, artist riders, artist kits
- Oversee and provide information for any requirements for volunteer assistance on the festival