

## POSITION DESCRIPTION

<b>Job Title:</b>	Special Events Producer
<b>Job Type:</b>	Limited-tenure, fixed-term contract
<b>Location:</b>	Darwin, Northern Territory
<b>Department:</b>	Programming
<b>Reports to:</b>	Artistic Director & Program Producer
<b>Remuneration:</b>	Commensurate with experience
<b>Engagement:</b>	Monday 1 April to Friday 30 August 2019
<b>Date Prepared:</b>	January 2019

### SUMMARY

Darwin Festival is northern Australia's leading 18-day international multi-arts festival.

Attracting attendances of more than 105,000 and delivering 230 performances across 30 venues annually, the 2018 Darwin Festival featured 703 local, national and international artists, and was delivered by 100 staff supported by 120 Festival volunteers.

With ticket sales and the number of participating artists more than doubling across the past two seasons, Darwin Festival is fast establishing itself as Australia's leading tropical winter arts festival.

### ROLE DESCRIPTION

The Special Events Producer will manage, administrate and deliver key special events within the 2019 Darwin Festival program as determined by the Artistic Director.

The Special Events Producer reports to the Artistic Director on all programming and creative matters and to the Program Producer with regards to department operations and budget. The Special Events Producer works closely with the Program Administrator, Production Manager and Technical Manager, and liaises with the Marketing, Ticketing and Development departments.

The Special Events Producer holds key relationships with external stakeholders, including but not limited to, artists, agents, arts organisations, sponsors, partners and suppliers.

This position is ultimately responsible to the CEO.

## KEY RESPONSIBILITIES

### 1. Project Management

- Research, manage and administrate the delivery of a program of events as determined by the Artistic Director, including but not limited to the Program Launch, Teddy Bears' Picnic and emBARK!
- Undertake artist and company management including negotiating fees, terms and conditions of all aspects of their presentations in consultation with the Artistic Director and Program Producer
- Coordinate community engagement requirements around special events and programming in consultation with the Program Producer
- Coordinate accessibility programming requirements in consultation with the Program Producer
- Develop artist/company schedules in Datafest in collaboration with the Production department and other departments as required
- Provide information on ground transport requirements and artists schedules to the Program Administrator and Ground Transport Coordinator

### 2. Contracting

- As directed, negotiate, draft, issue and coordinate artist and company contracts for the Program Producer's sign-off
- Ensure timely supply of contracts and payment schedules to the Program Producer
- Provide all relevant contractual information to other departments as required to ensure all artist and company obligations are met

### 3. Financial Management

- Take responsibility for the monitoring of relevant project budgets and expenditure
- Report on a regular and on-going basis to the Program Producer on project budgets and expenditure
- All project expenditure must adhere to the Darwin Festival Finance Policies & Procedures and is undertaken with approval by the CEO and under supervision by the Artistic Director and Program Producer

### 4. Communication

- Work collaboratively with all Festival team members to ensure open and clear sharing of information across all channels
- Ensure all changes to the program of events are communicated to all staff
- Oversee the preparation of and sign-off on artist schedules, and ensure full and complete artist itineraries are updated and communicated to all staff

### 5. General Duties

- Attend Festival functions, program briefings and staff meetings as required
- Any other duties as reasonably requested by the Artistic Director, Program Producer and/or CEO
- Support the Artistic Director to prepare monthly board reports for the CEO and other reports upon request

## KEY COMPETENCIES

### Accountabilities

- Demonstrate the successful management, administration and delivery of key events within the 2019 Darwin Festival program as determined by the Artistic Director.
- Demonstrate sound financial management of project budgets.
- Demonstrate adherence to the Darwin Festival Finance Policy & Procedures as well as other organisational policies and procedures.
- Demonstrate WHS compliance.
- Deal with internal and external stakeholders professionally at all times to uphold, enhance and further the professional profile of Darwin Festival.
- Demonstrate excellent verbal and written communication skills, and participate as a team player with a positive, collaborative and inclusive attitude.

## ESSENTIAL SELECTION CRITERIA

### Qualifications

- Current driver's license essential

### Experience

- Demonstrated experience in producing multiple events within a Festival context
- Knowledge of the local and international arts industry
- Demonstrated experience in artistic project budget management
- Demonstrated experience negotiating artist contracts including fees and terms

### Skills

- Excellent interpersonal and communication skills and the ability to build a rapport with a range of stakeholders to encourage cooperation and collaboration
- High level organisational skills, demonstrated capacity to meet deadlines and project management skills with an ability to work in a systematic way and provide direction to others
- Excellent computer skills, including Excel, with a knowledge of Datafest highly desirable
- Capacity to work as part of a small busy team under pressure and with good humour
- A team player with a positive, collaborative, respectful and inclusive attitude

## APPLICATION PROCESS

Interested applicants should submit a CV and a cover letter addressing the essential selection criteria and qualifications, experience and skills to [contact@darwinfestival.org.au](mailto:contact@darwinfestival.org.au). For inquiries, please contact Miriam Scapin, Festival Administrator, on (08) 8943 4200.

Applications close on Monday 11 February 2019 at 5.30pm (ACST). Darwin Festival is an equal opportunity employer.