

Position Description – Producer (Festival Park/Festival Lawn)

Job Specification

Job Title: Producer
Department: Programming
Reports To: Artistic Director
Direct Reports: Nil

Job Scope

The Producer helps realise a diverse, ambitious and ultimately successful program of key events within the Darwin Festival program, as determined by the Artistic Director. The role is suited to a collaborative problem solver with experience delivering site specific multi-disciplinary art events within a festival context. The Producer reports to the Artistic Director on all programming, creative matters, department operations and budget. The Producer works closely with the Head of Programming and liaises with the other Festival departments. This role will focus on producing events within the Darwin Festival hub venues of Festival Park and Festival Lawn including ticketed shows, free performances, and interactive installations.

Key Accountabilities	Tasks	Results – all results are applicable for/related to the upcoming Darwin Festival
Program Management 45%	<ul style="list-style-type: none">Research, manage and administrate the delivery of a program of events as determined by the Artistic DirectorUndertake artist and company management including negotiating fees, terms and conditions of all aspects of their presentations in consultation with the Artistic Director	<ul style="list-style-type: none">Successful delivery of each stage of assigned program of events to the satisfaction of the Artistic Director (milestones to be pre-planned and approved by Artistic Director)Successful negotiations with artist and company management to secure

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	<ul style="list-style-type: none"> Coordinate community engagement requirements around special events and programming in consultation with the Artistic Director Coordinate accessibility programming requirements Develop artist and company schedules in collaboration with the Production department and other departments as required Provide information on ground transport requirements and artists schedules to the Programming Coordinator Work closely with Production team to ensure smooth delivery of the program of events Work closely with Marketing team to ensure the marketing team have all required to effectively communicate and sell the program of events 	<p>optimum results in proactive consultation with Artistic Director</p> <ul style="list-style-type: none"> Proactive consultation with Artistic Director to ensure all community engagement and accessibility requirements are met All artist/company schedules are accurately entered into Monday.com in a timely manner – in collaboration with the Production Department and other departments as required All information relating to ground transport requirements and artists schedules are provided to the Programming Coordinator is accurate and presented in a timely manner
Contracting 10%	<ul style="list-style-type: none"> As directed, negotiate, draft, issue and coordinate artist and company contracts for the Artistic Director's sign-off Ensure timely supply of contracts and payment schedules to the Artistic Director Provide all relevant contractual information to other departments as required to ensure all artist and company obligations are met 	<ul style="list-style-type: none"> All contracts required are prepared as directed, are accurate and provided in a timely manner to the Artistic Director All payment schedules are accurate and provided in a timely manner to the Artistic Director Ensure all relevant contractual information provided to other

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		departments in a timely manner to ensure all artist and company obligations are met
Financial Management 10%	<ul style="list-style-type: none"> Take responsibility for the monitoring of relevant project budgets and expenditure Report on a fortnightly basis to the Artistic Director on project budgets and expenditure Ensure all project expenditure adheres to the Darwin Festival Finance Policies and Procedures and is undertaken with approval by the Chief Executive Officer and under supervision by Artistic Director 	<ul style="list-style-type: none"> Daily review of all relevant project budgets and expenditure to ensure accuracy and that all budgets are adhered to; raising any anomalies in the first instance with the Artistic Director All financial reports (weekly, monthly, quarterly) provided are accurate and on time All project expenditure is approved in advance by the Chief Executive Officer through the Artistic Director
Communication 15%	<ul style="list-style-type: none"> 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 relevant team members Oversee the preparation of and sign-off on artist schedules, and ensure full and complete artist itineraries are updated and communicated to all staff 	<ul style="list-style-type: none"> Demonstrated effective communication and collaboration with all Festival team members and related stakeholders Timely notification of any changes in program events to all team members All artist schedules and itineraries are updated regularly, are accurate and

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		communicated to all team members in a timely manner
General Duties 5%	<ul style="list-style-type: none"> Attend Festival functions, program briefing and team meetings as required Any other duties as reasonably requested by the Artistic Director, Head of Programming and/or Chief Executive Officer 	<ul style="list-style-type: none"> Proactive and punctual attendance at all required meetings All assigned duties carried out in a proactive, positive and professional manner at all times
Teamwork 5%	<ul style="list-style-type: none"> Always maintain professionalism and follow standards as outlined in the Employee Handbook or relevant document. Follow direction as given by senior team members Adhere to Darwin Festival Values and Code of Conduct as outlined in the Employee Handbook Respect for the work environment, each other and all stakeholders Foster a collaborative team environment where creativity, suggestions and ideas are actively encouraged Support other team members by being understanding, approachable and patient Punctual to all work-related events including but not limited to start time, meetings and onsite work Take an active role in procedures and initiatives, including but not limited to: WH&S, Project Management, HR Induction, Onboarding etc. 	<ul style="list-style-type: none"> Full compliance and advocacy for all points raised

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WHS 5%	<ul style="list-style-type: none"> Raise and report any or potential hazard or incident in the first instance within enableHR and to your direct Manager WH&S compliance – observe all work health and safety and Darwin Festival policy and initiative requirements to contribute to a safe, healthy and ethical workplace Effectively manage any Workcover claims (if applicable), work with stakeholders to minimise risks Ensure you have contributed to the consultative process by advising management of any past, present or potential WH&S risks 	<ul style="list-style-type: none"> All WH&S matters raised you're your Manager in the first instance Adherence to all WH&S policies, procedures and instructions Any Workcover claim (if applicable) is well documented, resolved in best time frame, ensure risk mitigation steps and measures in place Promoter of best practice WH&S at all times
Compliance 5%	<ul style="list-style-type: none"> Demonstrate 100% compliance with any relevant government legislation Be fully conversant and compliant with all Darwin Festival Policies and Procedures Ensure internal control procedures are followed through (e.g. correct forms used to action associated tasks) 	<ul style="list-style-type: none"> No instances of non-compliance Promoter of compliance within the organization at all times

Person Specification

Experience	Education	Personal Attributes	Potential	Alignment with Organisational Values
<ul style="list-style-type: none"> Minimum 2-3 years' experience producing multiple events within a Festival context, with demonstrated successful project management and problem-solving skills Strong working knowledge of the national and international arts industry Proven experience in artistic project budget management (minimum 2-3 years' experience) Exceptional demonstrated experience negotiating artist contracts including fees and terms High level interpersonal, verbal and written communication skills Proven ability to manage complex projects and 	<ul style="list-style-type: none"> Current driver's license essential Demonstrated successful minimum 2-3 years in a similar role a must Desirable: tertiary qualification in event management, hospitality management, theatre management or similar. 	<ul style="list-style-type: none"> Excellent verbal and written 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 with an ability to work in a systematic way and provide direction to others Capacity to work as part of a small busy team under pressure, with a positive, collaborative, respectful and inclusive attitude. Excellent decision-making skills to reduce chances of error 	<ul style="list-style-type: none"> Number of potential career options dependent on business needs and the contribution, experience and desire of worker 	<ul style="list-style-type: none"> We ensure a safe and healthy workplace for all We believe in honesty and acting with care, diligence and integrity in everything we do Foster a culture of mutual respect with the proper regard for the rights and dignity of others We strive for compliance and continuous improvement daily teamwork – we enjoy our work and work collectively to achieve goals We are accountable for our actions, performance and behaviours

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<p>multi-task, whilst being responsible for all related administrative tasks</p> <ul style="list-style-type: none"> Excellent people management skills: able to effectively supervise and/or manage the activities of a team (employees, volunteers and contractors) Excellent computer skills, including Excel, with a knowledge of Monday.com (or a similar platform) highly desirable 		<ul style="list-style-type: none"> Highly developed leadership and management skills Proactive and pragmatic approach to responsibilities - able to show and share enthusiasm with Team. Highly computer literate, able to self-administrate, pick up new systems and processes quickly and also share expertise readily with others. 		

Acknowledgment

Please acknowledge that you understand and will abide by this position description by signing both copies, one copy should be retained by yourself and the other copy is to be returned to the Human Resources Department.

Employee		Signature		Date	
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