

# SYDNEY FESTIVAL

## PRODUCER, OUTDOOR SITES AND EVENTS

Sydney Festival is a celebration of Sydney during the summer holiday month of January. It is one of Australia's largest annual cultural events and has an international reputation for modern, popular and contemporary programming spanning all art forms including dance, theatre, music, visual arts and large-scale free outdoor events.

**Title**                    Producer, Outdoor Sites and Events

**Contract**            Until the end of February 2020

**Salary**                \$85,000 – \$95,000

**Reports to**          Executive Producer

**Liaises with**        Programming Department  
Festival Director  
Executive Director  
Production Department  
Marketing & Communications Department  
Business Development

## PURPOSE

The prime purpose of the Producer, Outdoor Sites and Events is to ensure that the Executive Producer and Executive Office and the Sydney Festival organisation are fully supported in the planning and implementation of the content and delivery of their major multi-venue outdoor events, sites and installations.

## PRIMARY OBJECTIVES

- Working closely with the Executive Producer and other Programming Department staff, contribute to the formulation of the annual Festival events including ascertaining the viability of potential outdoor sites and projects;
- Negotiation and contracting of artists and liaison with other Festival Departments, contractors and relevant organisations, to ensure the successful delivery of these programs;
- Along with the Executive Producer formulate and manage the approved event budget.

## KEY RESPONSIBILITIES

- Liaison with prospective artists for events regarding their availability, preliminary technical and financial considerations;
- Negotiation, contracting and delivery of the agreed program of events including company and artist negotiation, travel and accommodation;
- Liaison with the Travel & Artist Coordinators to ensure that all travel and accommodation requirements for national and international companies are met and rider requirements satisfied;

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- Act as producer on events commissioned and created specifically for these events when appropriate;
- Track and manage the approved budget, ensure that the event programs are delivered within budget and alert the Executive Producer to any issues that may have an effect on budget delivery;
- Liaise with relevant government departments to ensure compliant delivery of events;
- Ensure that the presentation of Festival events is in accordance with contractual negotiations between artists, companies and co-producers;
- Manage Program Co-ordinators and other programming contractors and interns;
- Ensure that event details are maintained accurately in the Festival's scheduling database;
- Ensure accuracy of printed marketing material, including signage;
- Liaise with Marketing and Communications regarding publicity engagements and scheduling with artists/companies;
- Provide assistance with ground transport transfers, including airport transfers as required.

## ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Experience working with a performing arts organisation, venue or festival
- A sound understanding of at least two art forms
- Strong national and international artist, management, venue, promoter and other networks
- Outstanding negotiating skills
- Experience in the formulation and execution of contracts
- Proficiency in budget modelling
- Proven track record in responsible budget management
- Understanding of arts marketing and media requirements
- Sound understanding of the production department's role in an arts organisation
- Staff management experience
- Team player
- Capacity for creative thinking
- Adaptable and flexible: an ability to think on one's feet
- Empathy with artists and the artistic processes
- Comfortable hosting artists across a range of hospitality requirements

## TO APPLY

Applications for the position should include a CV (maximum three pages) and a statement addressing the key responsibilities.

Applications close at **5pm Sunday 31 March** and should be emailed to Executive Producer Vivia Hickman: [vivia.hickman@sydneyfestival.org.au](mailto:vivia.hickman@sydneyfestival.org.au).