



Level 5, 10 Hickson Rd, The Rocks  
Sydney NSW 2000 Australia  
**Phone** 61 2 8248 6500  
**Fax** 61 2 8248 6599

[sydneyfestival.org.au](http://sydneyfestival.org.au)  
ABN 60 070 285 344

## **Producer – Outdoor & Major Events**

**Reports to:** Head of Programming Operations

**Liases with:** Festival Director  
Executive Director  
Creative Artist in Residence  
Production  
Marketing  
Customer Service  
Philanthropy  
Corporate Partnerships  
Finance and Administration

**Contract:** 12 month contract, full time

### Purpose

The prime purpose of the Producer – Outdoor & Major Events is to ensure that the Festival Director and the Sydney Festival organisation are fully supported in the planning, implementation and management of the content and delivery of the annual Festival program including major events and installations both indoors and outdoors including the creation and delivery of pop-up precincts.

### Primary Objectives

- Working closely with the Festival Director, Head of Programming Operations and the Creative Artist in Residence to scope and plan the annual Festival program specialising in major events including ascertaining the viability of potential outdoor sites and projects as well as participating across the full spectrum of the Festival program as required.
- Negotiation and contracting of artists and liaison with other Festival Departments, contractors and relevant organisations, to ensure the successful delivery of the programs.
- Scope, formulate and manage event budgets, in collaboration with Head of Programming Operations and Production department
- Maintain and cultivate strong relationships with the performing and visual arts sector nationally and internationally, keeping up to date information regarding site specific outdoor work and installations in development and available for touring.

### Duties Include

- Liaison with prospective artists for events regarding their availability, preliminary technical and financial considerations.
- Detailed creative research and record keeping of new commissions and outdoor projects that are available and suitable for the festival's program and development timeline.
- Negotiation, contracting and delivery of the agreed program of events including company and artist negotiation, travel and accommodation.



Level 5, 10 Hickson Rd, The Rocks  
Sydney NSW 2000 Australia  
Phone 61 2 8248 6500  
Fax 61 2 8248 6599

[sydneyfestival.org.au](http://sydneyfestival.org.au)  
ABN 60 070 285 344

- To ensure that all travel and accommodation requirements for national and international companies are met and rider requirements satisfied.
- Act as producer on events commissioned and created specifically for these events when appropriate.
- Scope, track and manage the approved budget, ensure that the event programs are delivered within budget and alert the Head of Programming Operations to any issues that may effect on budget delivery.
- Liaise with relevant government departments to ensure compliant delivery of events.
- In consultation with the Production Department, 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 as required.
- Ensure that event details are maintained accurately in the Festival's scheduling database.
- Ensure accuracy of printed marketing material, including billing & 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.
- As required by the Festival Director work on events, productions and/or installations outside of the major events field.

#### Essential Skills and Attributes

- Experience working with a performing arts organisation, venue or festival, with a particular focus on outdoor and major events.
- Demonstrated experience in the creation and management of pop-up venues/precincts.
- Experience in managing multiple stakeholders internally and externally, including government.
- Outstanding negotiating skills and experience in the formulation and execution of contracts.
- Excellent financial acumen, and extensive experience budget modelling with varied partnership models in producing and presenting work, driving both revenue and expense management
- Proven track record in responsible budget management.
- Excellent producing skills with demonstrated experience.
- Understanding of arts marketing and media requirements.
- Sound understanding of the production department's role in an arts organisation.
- Strong national and international artist, management, venue, promoter and other networks.
- Team player with 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.
- Ability to travel on occasion to attend showings and presentations.

**Deadline for application is Wednesday 11 May.**

**Please respond in writing responding to the essential skills & attributes, along with your CV, to [thomas.hamilton@sydneyfestival.org.au](mailto:thomas.hamilton@sydneyfestival.org.au)**