

SCHEDULE A: ROLE DESCRIPTION

Associate Producer (Community Engagement) - First Nations – 2026 Sydney Festival

Every January Sydney Festival animates Greater Sydney with over 100 events across locations inside, outside, harbourside and streetside. A celebration of summer, creativity and community, the Festival champions new works, big ideas and bold execution. The 2025 program will run from January 8th – 25th.

The Sydney Festival Limited is a not-for-profit company limited by guarantee. The organisation has an annual turnover of approximately \$20 million, which is funded through Box Office, NSW Government funding and Sponsorship. It employs 30 full-time staff and between 100 and 400 part-time, casual and contract staff over the period of the Festival.

1. PURPOSE OF POSITION

Sydney Festival has been a leader in its commitment to championing and commissioning the work of Australia's First People. With programs Black Capital and then Blak Out, developed under Wesley Enoch's tenure, the organisation is committed to celebrating and honouring Australia's over 65,000-year history through platforming and prioritising the voice of First Nations artists and community as we embrace truth and tell the stories to build a post-colonial, contemporary future.

The primary purpose of the Associate Producer (Community Engagement) - First Nations is to help champion, platform and prioritise the voices of First Nations Artists and community. This position will play a key role supporting First Nations artist Jacob Nash, the Festival's inaugural Creative Artist in Residence, and Creative Producer, First Nations, Aidan Rowlingson, focusing on the delivery of the Festival's community engagement and cultural protocol across Blak Out, and wider annual festival program.

The Associate Producer (Community Engagement) - First Nations is a Part-Time position reporting to the Creative Producer – First Nations.

The Associate Producer (Community Engagement) - First Nations is responsible for supporting the Creative Producer – First Nations to help champion, platform and prioritise the voices of First Nations Artists and community

2. ORGANISATIONAL RELATIONSHIPS

TITLE: Associate Producer (Community Engagement) - First Nations

DEPARTMENT: First Nations Programming

LOCATION: Sydney, Australia (on-site)

REPORTS TO: Creative Producer – First Nations

DURATION: September 2025 – January 2026 (4-month contract)

CONTRACT TYPE: Part Time (Temporary) until December 2025 then FTE until end of contract

3. NATURE AND SCOPE OF WORK PERFORMED

A. Work performed

- Work closely with the Creative Producer - First Nations, and Head of Programming Operations (HoPO), to deliver the annual Festival focused on the program's community engagement needs
- Consult, engage and liaise with stakeholders including artists, Elders, cultural practitioners, and internal teams to ensure a culturally informed festival
- Assist in managing project budgets in collaboration with Creative Producer -First Nations, Programming producers and Production
- In relation to community engagement and cultural protocols, assist the Creative Producer - First Nations to liaise with prospective artists for events regarding their availability, preliminary technical and financial considerations. Manage agreed program of events including company travel and accommodation
- Ensure that event details are captured and maintained accurately in the Festival's scheduling database
- Liaise with Marketing and Communications regarding publicity engagements and scheduling with artists/companies. Ensure accuracy of printed marketing material, including signage
- Track and report the successes and key learnings of works completed as Community Engagement Officer
- Other duties in line with a Associate Producer as directed by the Creative Producer – First Nations

B. Challenges and problem solving

- Work effectively in a fast-paced and work-intensive environment
- Build effective relationships and communicate with a diverse range of people both internally and externally
- Manage multiple, conflicting priorities
- Think strategically and challenge the status quo
- Act with diplomacy and the utmost discretion

C. Internal & External Relationships

In addition to members of the Programming team, this position is required to communicate with a range of internal and external parties:

Internal

- Executive Office: Festival Director, Executive Director, Executive Assistant
- Festival Departments: Programming, Development, Production, Marketing and Administration
- Sydney Festival Board
- Sydney Festival contractors and volunteers

External

- Festival sponsors, philanthropists and other VIPs
- Artists and/or their representatives
- Local Community organisations, schools and cultural groups

4. SKILLS AND QUALIFICATIONS

Applicants must be of Aboriginal and/or Torres Strait Islander descent, identify as being an Australian Aboriginal and/or Torres Strait Islander and accepted in the community.

- Knowledge of the First Nations performance and broader arts programming space, including but not limited to either relevant artists, companies, genres, trends, arts festivals, venues, arts centres, arts companies and artists, either nationally and/or internationally
- Experience in organising and producing events with First Nations protocols, artists and communities
- Experience working with a performing arts organisation, venue or festival, in an administration or coordinator role (2+ years)
- Experience in event production, management and presentation
- Excellent administration, time management and communication skills, with a passion for organisation, systems and deadlines
- Experience managing multiple projects with conflicting deadlines
- Experience using project management tools and systems that enables the smooth sharing of information
- Sound understanding of the production department's role in an arts organisation.
- Team player, with a passion for the Arts, Artists and the Festival experience. Empathy with artists and the artistic processes
- Experience in the formulation and execution of contracts, and responsible budget management
- Comfortable hosting artists, Elders and community groups across a range of hospitality requirements
- Some travel may be required
- Keen attention to detail
- Excellent time management and forward planning skills
- Problem solving and critical thinking skills
- Ability to work as part of a cohesive team
- Ability to work well under pressure
- Professional writing skills
- MS Office proficiency including at least an intermediate level of Excel skills

If this sounds like you, please send us your CV along with a one-page cover letter outlining what you would bring to the role. Email your application to thomas.hamilton@sydneyfestival.org.au

Applications close Friday, 19 September 2025.

If you have any questions about the role, please don't hesitate to contact the Creative Producer – First Nations: aidan.rowlingson@sydneyfestival.org.au