



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

sydneyfestival.org.au
ABN 60 070 285 344

Producer – Special Projects (Full Time, Ongoing, On Site)

Reports to: Head of Programming Operations

Liases with: Festival Director
Executive Director
Creative Artist in Residence
Creative Producer, First Nations
Production
Marketing & Customer Service
Philanthropy & Corporate Partnerships
Finance and Administration
Seasonal programming staff members

Direct Reports: Seasonal programming staff if required by Head of Programming Operations

Salary: \$90,000 + superannuation

Purpose

The prime purpose of the Producer – Special Projects 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 installations both indoors and outdoors, site specific and large scale events, the festival launch and the creation and delivery of pop-up Festival precincts. This role will also assist in scope and conceive major events for the upcoming festivals.

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 large scale projects including ascertaining the viability of potential outdoor sites and events as well as participating across the full spectrum of the Festival program as required.
- Negotiate and contract artists and liaise 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 special 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 and rider requirements.
- Act as producer on events commissioned and created specifically for these events when appropriate.
- Scope, track and manage all approved budgets, ensure that the events and 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.



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

sydneyfestival.org.au
ABN 60 070 285 344

- 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 and ensure that event details are maintained accurately in the Festival's scheduling database.
- Manage Seasonal Programming Producers, Co-ordinators and other programming contractors and/or interns as required.
- Liaise with Marketing and Communications regarding publicity engagements and scheduling with artists/companies and Ensure accuracy of printed marketing material, including billing & signage.
- As required by the Festival Director and Head of Programming Operations to work on events, productions and/or installations outside of the special events field.

Essential Skills and Attributes

- Experience working with a performing arts organisation, venue or festival, with a particular focus on outdoor, large events and precincts.
- Demonstrated experience in the creation and management of pop-up venues/precincts.
- Experience in managing multiple stakeholders internally and externally, including government and the ability to handle unexpected issues and crises calmly and effectively.
- 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 and proven track record in responsible budget management.
- Excellent producing skills with demonstrated experience and an understanding and appreciation of diverse cultures to help in create inclusive and culturally relevant events.
- Understanding of arts marketing, publicity 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 with skills to build and maintain relationships with artists, sponsors, and other stakeholders
- 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 and performances locally, nationally and internationally if required.

Desirable Skills

- You may have come from a Producing, Stage Management or Technical or background. An understanding of technical production aspects, such as sound, lighting, and stage management, can help in coordinating with the Production team and ensuring smooth event execution.
- You may come to this role from a variety of genres including but not limited to theatre, dance, visual arts, music, cultural festivals, outdoor events or other.

Please apply in writing with a cover letter attention Nick Beech, Head of Programming Operations summarising your experience and what you would bring to this position (max 1 page), along with your CV, to nick.beech@sydneyfestival.org.au.

Deadline for application is on Friday, 21 March 2025.