



Level 5, 10 Hickson Rd, The Rocks
Sydney NSW 2000 Australia
Phone 61 2 8248 6500
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sydneyfestival.org.au
ABN 60 070 285 344

POSITION DESCRIPTION: Associate Producer

Reports to: Head of Programming Operations

Contract: Fulltime, ongoing

PURPOSE OF POSITION

The Associate Producer is a full-time position in the Programming team. The position is responsible for the administration & organisation of program information, and management of efficient and accurate information flow internally and externally.

The role is responsible for producing projects within the festival program and overseeing the majority of supported works. This position also collaboratively manages the Access Program, liaising with the Access and Inclusion Advisory Panel and managing the administration of the program, including budgeting, booking services providers and support for coordinating staff.

ORGANISATIONAL CONTEXT OF POSITION

The position forms an integral part of Sydney Festival's programming team. The team is responsible for the overall artistic vibrancy of the organisation; the cross-artform programming and management of free and ticketed events around the city; annual evaluation and development of programming sites.

Key duties of the Associate Producer role are to ensure information flow (both internally and externally) is efficient and accurate; and to manage specific projects within the festival program (depending on artform expertise).

DUTIES INCLUDE:

- Research proposed and confirmed artists and events and preparation of information for other departments and partners.
- Generate and maintain administration trackers and processes, to ensure information flow; including but not limited to contract and payment trackers, program database, schedules, festival statistics, etc.
- Acknowledge and evaluate unsolicited materials and where relevant, refer to Festival Director and/or Head of Programming Operations.
- Collaborate with Production, Marketing, Ticketing and Development staff to ensure smooth information flow about the Program.
- Produce and/or project manage specific projects - including scheduling, budgeting and contracting under the supervision of the Head of Programming Operations.
- Project manage a large portion of the supported projects under the supervision of the Head of Programming Operations, advocating for these works internally and externally.
- Generate and update Contract and Payment Registers of all projects across the Festival.
- Attendance as the Festival representative at performances, workshops etc. presented by local companies and at occasional national industry events.
- Maintenance of accessible filing and archival systems for all departmental materials.
- Manage interns, Artist Liaison, Programming Coordinator and other seasonal staff where required, ensuring smooth handover of information and providing guidance and support. Liaise with Producers and Logistics to ensure efficient use of artists liaisons during the festival while also offering support to the liaisons on the ground.
- Provide a complete detailed statistic sheet at the end of each festival.
- Arrange music licensing for all projects in collaboration with the Producers.



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- Arrange administration of artist accreditations, artist hospitality, artist complimentary ticket preparation and music licensing.
- Manage the seed funding and creative development contracts, payments and acquittals for MFI as directed by the Head of Programming Operations and in collaboration with the Secretary of CAIAF.
- Maintain relationships with external service providers such as travel agencies.
- Collaboratively manage access program, liaising with the Access and Inclusion Advisory Panel throughout the year to ensure community advice is received and shared internally.
- Assist in identifying any potential barriers to access for people with disabilities throughout the planning stages and liaise with the Access and Inclusion Advisory Panel throughout process.
- Identify those events and performances which may suit Auslan interpreting/audio description/relaxed/captioning; research if any shows in the program have previously included access services (taking budget and festival calendar into consideration); speak with service providers to confirm suitability and for quotes; determine dates and communicate with Marketing to include this information into the program brochure.
- Liaise with service providers to plan each accessible performance and book all audio describers/Auslan interpreters/captioners/all contractors for access services during Festival.

Essential Skills and Attributes

- Experience working with a performing arts organisation, venue or festival, in an administration or coordinator role (ideally 2+ years)
- 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.
- Understanding of arts marketing and media requirements.
- 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.
- Comfortable hosting artists across a range of hospitality requirements.

Desirable Skills

- Experience in the formulation and execution of contracts, and experience in budget modelling and responsible budget management.
- Excellent producing skills with demonstrated experience.
- Understanding of arts marketing and media requirements.
- Ability to travel on occasion to attend showings and presentations.

Deadline for application is Sunday 23 June 2024

Please send a cover letter no more than two (2) pages responding to the essential skills & attributes, along with your CV, to thomas.hamilton@sydneyfestival.org.au