



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

Position Description: Associate Producer (seasonal) - 2026 Sydney Festival

TITLE: Producer - Seasonal

LOCATION: Sydney, Australia (on-site)

REPORTS TO: Head of Programming Operations

DURATION: September 2025 – February 2026 (approx. 5-month contract)

CONTRACT TYPE: Full-Time (Temporary), Fixed-Term Contract

Purpose:

The Associate Producer supports the planning, coordination, and delivery of selected events within the Sydney Festival program. Working closely with the Festival Producers and the Head of Programming Operations, this role ensures smooth implementation of programming, artist liaison, and event logistics.

Primary Objectives:

- Assist Festival Producers in delivering assigned events for the 2026 Festival program.
- Liaise with artists, companies, and internal departments to ensure successful event delivery.
- Preparing of artist contracts for Festival Producers as required
- Support budget tracking and administrative processes for allocated projects.

Duties Include:

- Liaise with confirmed artists for events regarding their availability, and preliminary technical and financial considerations.
- Support contract preparation and documentation under the guidance of Festival Producers.
- With the Artist Logistics Coordinator ensure travel and accommodation logistics for national and international companies are met, and rider requirements are satisfied.
- Support ground transport and transfers, including airport pickups, as required.
- Provide on-the-ground support during the Festival, including artist hospitality and logistics as required.
- Track assigned projects within their approved budgets and alert the Festival Producer or Head of Programming Operations to any issues that may affect budget delivery.
- Ensure that event details are maintained accurately in the Festival's scheduling database.
- Help ensure accuracy of printed marketing material, including signage.
- Liaise with Marketing and Communications regarding publicity engagements and scheduling with artists/companies.
- Assist other Festival Producers and departments as directed by the Head of Programming Operations.

Essential Skills and Attributes:

- 2+ years' experience working with a performing arts organisation, venue, or festival.
- Competency as an associate producer, with demonstrated experience.



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- Strong communications skills across artist, management, venue, promoter, agent, and other external stakeholders.
- Experience in the formulation and execution of contracts.
- Good negotiation skills.
- A proven track record in responsible budget management.
- A sound understanding of the needs of a multi genre festival (dance, theatre, music, cabaret, outdoor, immersive, talks, workshops, etc) from national and international artists.
- Understanding of the production department's role in an arts organisation.
- Team player with capacity for creative thinking.
- Adaptable and flexible, with an ability to think on one's feet.
- Empathy with artists and the artistic processes.
- Comfortable hosting artists across a range of hospitality requirements.
- Willingness to work irregular hours, including evenings and weekends, as required by the festival schedule.

Liaises with:

- Head of Programming Operations
- Festival Producers
- Production
- Marketing
- Customer Service
- Festival Director
- Finance and Administration

Deadline for application:

Friday, 12 September 2025.

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