

# SYDNEY FESTIVAL

## **Producer – Music**

**Reports to:** Head of Programming Operations & Artistic Associate

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

**Contract:** Permanent

### Purpose

The prime purpose of the Producer – Music 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 all music based programming and precinct development. Programming will include the full spectrum of music from classical to contemporary and will take place in traditional venues as well as pop up, created precincts.

### Primary Objectives

- Working closely with the Festival Director, Head of Programming Operations and the Artistic Associate scope and plan the annual Festival specialising in the music programming including ascertaining the viability of potential outdoor sites 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.
- Along with the Head of Programming Operations formulate and manage the music program and event budgets.
- Maintain and cultivate strong relationships with the music industry nationally and internationally, keeping up to date information on artists and bands, new album launches and concerts available for touring.

### Duties Include

- Research and/or attend launches and performances by local, interstate and international music artists
- Liaison with prospective artists for events regarding their availability, preliminary technical and financial considerations.
- Negotiation, contracting and delivery of the agreed program of events including company and artist negotiation, travel and accommodation.

- 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.
- 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.
- Ensure that event details are maintained accurately in the Festival's scheduling database.
- Ensure accuracy of printed marketing material, including signage.
- Liaise with Marketing and Communications regarding publicity engagements and scheduling with artists/companies.
- In consultation with the Associate Producer, ensure music licensing and publishing rights are sought for paid advertising and online streaming as required
- 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 music genre.

#### Essential Skills and Attributes

- Experience working with a performing arts organisation, venue or Festival.
- An in-depth knowledge and experience of the Australian performing arts sector with specific experience in the music sector.
- Strong national and international artist, management, venue, promoter and other networks
- Outstanding negotiating skills
- Experience in the formulation and execution of contracts
- Strong experience in budget modelling and varied partnership models in producing and presenting work
- Proven track record in responsible budget management
- Competency as a producer with demonstrated experience
- Understanding of arts marketing and media requirements
- Sound understanding of the production department's role in an arts organisation
- Staff management experience
- Team player and 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
- Able to travel, on occasion, to attend showings and performances

**Deadline for application is Monday 15 March. Please respond in writing addressing the selection criteria to [nancyhromin@culturezone.com.au](mailto:nancyhromin@culturezone.com.au).**