



**Title of Position:** Festival Producer

**Role type:** Contract FTE 1.0

**Remuneration:** \$60K pro rata + 9.5% superannuation

**Terms of contract:** 8 weeks (21 August – 13 October, 2017)

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#### **Underbelly Arts Organisational Overview**

Underbelly Arts supports the next generation of exciting, innovative and risk-taking artists, helping them realise the potential of their ideas and exposing them to new audiences via adventurous events in creative places.

We do this primarily through a biennial creative development Lab, which culminates in a two-day Festival presentation, which will be held at the National Art School in 2017. The Lab and the Festival provide artists with a unique outlet for development and presentation, creating new ways for audiences to experience art, process and ideas.

#### **Position Summary**

The Festival Producer reports to the Director and provides support to the Executive team (the Director, Production Co-ordinator and Program Co-ordinator) focused on the delivery of the Underbelly Arts Lab and Festival 2017. The Festival Producer works closely with major venue partner, the National Art School and key internal NAS staff, to execute the Event Management Plan and manage logistical aspects of the event including health and safety, security, waste management and general festival infrastructure, food and beverage contractors, ticketing and front of house, volunteers, risk assessment, first aid and emergency protocols and traffic management plan.

#### **Key Role Responsibilities**

- Oversee the development and execution of the Event Management Plan and associated policies and directives for the entirety of the Underbelly Arts Lab and Festival 2017
- Liaise with the National Arts School, external caterers, licensees, and key stakeholders and ensure the smooth completion of all related tasks
- Oversee all ticketing, security and related infrastructure contractors
- Manage recruitment of volunteers and oversee all volunteer activities in consultation with the Program Coordinator
- Develop audience experience components including delivery of information around transport, food, amenities for inclusion in festival program
- Help identify technical requirements and site infrastructure in consultation with the Program Coordinator and Production Coordinator
- Effectively communicate the logistics and technical needs required for the event to relevant stakeholders
- In collaboration with the Production Coordinator, plan, coordinate and guide all relevant parties through the bump in and bump out process



## UNDERBELLY ARTS

- Work with the Executive Director to fulfil requirements of all sponsorship agreements, relationships and VIP events
- Work in a respectful and non-discriminatory manner and in accordance with all legislative policies and practices including OHS&W and EEO and all Underbelly Arts policies

### Conditions

- The position is a short-term contract from 21 August - 13 October, 2017 with a total remuneration of \$9,600 + 9.5% superannuation based on a \$60K pro rata salary
- The Festival Producer is paid for 8 weeks of full time work with the understanding that requirements for the position will involve some work outside these hours

### Selection Criteria

- 1) Demonstrated track record in producing large scale events
- 2) Project management experience in a small team environment
- 3) Excellent communication and liaison skills with a variety of different stakeholders including the Executive Team, colleagues, contractors, sponsors, artists and volunteers
- 4) Superior time management skills and the proven ability to prioritise workloads, meet deadlines and maintain high level attention to detail
- 5) Proficiency with standard administration and communications tools including Microsoft Office Suite, MailChimp or equivalent, social media and website platforms

### Desirable

- 1) Relevant tertiary qualification
- 2) Knowledge of and interest in supporting the next generation of great Australian artists

### APPLICATION REQUIREMENTS

Your application should include:

Cover letter

Statement addressing selection criteria (no more than 1 page)

CV (no more than 2 pages)

3 x referees

Applications should be addressed to Roslyn Helper, Underbelly Arts Director, and emailed as PDFs to [roslyn@underbellyarts.com.au](mailto:roslyn@underbellyarts.com.au). Please list the job you're applying for in the subject field of your email.

**Applications are due no later than 5pm, Sunday 30 July, 2017.**