



LIVEWORKS FESTIVAL PRODUCERS 2018

Position Description

We are recruiting for two Festival Producer positions for Liveworks 2018. These roles are the same but the length of contract varies between them. If you have a preference for one timeline over the other, please indicate your preference in your cover letter:

Position One

\$60,000 pro rata (+9.5% super)

50 day contract.

August 2018: position commences part-time

September 2018: position becomes full time from 3 September – 30 October, 2018

Position Two

\$60,000 pro rata (+9.5% super)

45 day contract

September 2018: position begins full time from 3 September – 30 October, 2018

Location of work

Performance Space is a resident company at Carriageworks, 245 Wilson St Eveleigh NSW 2015.

Position will require the candidates to travel across Sydney for various duties as required.

Contact person for the role:

Tulleah Pearce

Program Manager

tulleah@performancespace.com.au

(02) 8571 9114

DEADLINE

Applications Due Sunday 15 July at midnight

ABOUT LIVeworks

Liveworks Festival of Experimental Art is Performance Space's annual major presentation season, spanning two weeks in October and activating the entire Carriageworks precinct: every theatre, gallery and studio space as well as the public and exterior spaces of the building. Throughout these spaces, Liveworks presents the most exciting new artists and works from across Australia and the Asia-Pacific region in an intensive festival environment. Liveworks has already found a unique place in Australia's arts ecology: fostering the most innovative new developments in contemporary art in the region, and connecting them with a broad, diverse and growing audience.

ABOUT THE POSITION

The Festival Producer works within the Performance Space Programming Team to deliver a suite of projects for our annual Liveworks Festival of Experimental Art. Liveworks is a ten-day festival held at Carriageworks presenting experimental and interdisciplinary art from across Australia and the Asia-Pacific region. In 2018 the festival will run from **Thursday 18 – Sunday 28 October**.

The Festival Producer reports to the Program Manager and will be responsible for delegated projects, events and activities throughout Liveworks. The Festival Producer will work within the small Performance Space team and lead the delivery of key works for Liveworks, as well as overseeing administrative and reporting responsibilities related to the festival. The Festival Producer will work within the Programming Team alongside the Artistic Director, Program Manager, Program Coordinator and fellow Festival Producer. They will join an expanded Performance Space team that includes three Production staff and an Audience Development team of five, who deliver the festival alongside the Programming Team.

Liveworks is the major presentation program of Performance Space and will require the Festival Producer to approach their tasks with drive, professionalism, energy and a commitment to working closely with artists. The Liveworks Festival Producer will have experience delivering diverse artworks that span disciplines and events that engage deeply with audiences. They will be able to juggle multiple tasks simultaneously and complete their work to a high standard in a busy environment.

KEY RESPONSIBILITIES

Program Delivery

- Take lead responsibility for the delivery of selected projects, under the direction of the Program Manager
- Undertake regular meetings with the Program Manager and the Artistic Director to track project delivery timelines
- Assist artists to secure resources that advance the development and delivery of their projects
- Provide mentorship and advice to programmed artists to assist in the development of their projects for presentation.
- Assist in the preparation of project contracts and letters of agreement
- Ensure project timelines remain on track, with particular emphasis on operational and administrative processes including contracts and production specifications
- Coordinate freight, materials and installation and bump-in requirements in consultation with the Program and Production Manager
- Liaise with production staff on technical requirements related to particular projects or events
- Manage project budgets in dialogue with the Program Manager

Program Administration

- Prepare reports and arrange data collection measures to satisfy the acquittal needs of each project
- Manage expenditure and budgets for specific projects and adhere to organisational financial processes
- Organise project-based accommodation, travel and artist 'welcome packs', including Visa applications if required
- Maintain project-tracking documents, contact lists, calendars and timelines
- Work with the Front of House and Ticketing Manager to collate invitation lists specific to each project and managing artist comps
- Prepare presentations and marketing material for specific projects on request
- Liaise with the Marketing Manager and contribute to the roll out of each project's marketing and publicity plan
- Work with the Volunteer Coordinator to secure volunteers for specific projects and create detailed briefing documents to outline their duties

Teamwork and Communication

- Brief the Performance Space team regarding specific events or projects as details develop
- Prepare project-specific documents for Front of House in liaison with the Admin and Ticketing Manager
- Supervise volunteers as required in liaison with the Admin and Ticketing Manager
- Connect your project artists with other festival programming including the International Delegates Program and Liveworks Lab artists as appropriate
- Work proactively in a small team and assist colleagues to realise Liveworks 2018

SELECTION CRITERIA

- Experience working with Experimental, Contemporary, Performative or Live Art practices
- Experience delivering multiple projects within a festival context and managing competing deadlines.
- Familiarity with the technical and production needs of artistic projects in different contexts (eg. black box theatres, public spaces, heritage venues).
- Experience managing budgets and contracts
- Ability to create marketing copy, social media content and meet media deadlines
- Familiarity with Box Office procedures and working with a Venue Front of House team
- Ability to communicate effectively within a team and work proactively to complete tasks
- Experience working within a team and managing relationships with diverse stakeholders (such as artists, venue partners, touring producers, volunteers etc.)
- A current Driver's Licence

TO APPLY

Applications are due on **Sunday 15 July at midnight.**

Please submit your application as PDF files by email to tulleah@performancespace.com.au with 'Festival Producer application' in the subject line.

To apply for the position of Festival Producer please include:

- A cover letter outlining your interest in working with Performance Space as a Festival Producer for Liveworks
- A curriculum vitae (CV) of no more than three pages listing two references;
- A statement of no more than two pages that illustrates how your skills, knowledge and experience incorporate the key responsibilities and match the selection criteria.
- Please indicate if you have a preference between the 45 day or 50 day contracts in your email.