



POSITION DESCRIPTION

Title:	Festival Producer (two roles to be filled)
Hours:	Contract Position: August-September: Part time week October: Full Time Plus 3 days wrap-up in week commencing 31 October
	The position is required to work out of hours and weekends when required.
	Office hours 10.00am – 6.00pm. Flexi time arrangements accommodate irregular working hours outside of office hours when required.
Salary:	Pro-rata of \$60,000-\$65,000 per annum, plus superannuation
	Performance Space's standard Terms and Conditions of Employment form part of this job description.
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.
Applications Due:	5pm, Wednesday 27th July 2022

ABOUT PERFORMANCE SPACE

Performance Space is the crucible for risk-taking artists. Emerging over 38 years ago in response to artists' articulated desire to explore and investigate new forms of art, Performance Space has consistently identified, nurtured and presented new directions in contemporary practice. We champion risk, experimentation, and new modes of creative expression. Performance Space continues to evolve and renew to meet the needs of the independent sector and explore new models for developing and presenting the most critical and important new work.

The breadth of our organisational and artistic activity is informed and underpinned by a

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commitment to diversity. Performance Space embraces a diversity of artistic and cultural perspectives as being fundamental to a vibrant and engaging experimental arts culture. We therefore privilege the work of Aboriginal artists, practitioners from diverse cultural backgrounds, artists exploring new takes on sex and gender, disability and artists pushing the boundaries of the human through experiments with new technology.

ABOUT LIVWORKS

Liveworks Festival of Experimental Art is Performance Space's annual major presentation season, now in its eighth year, 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.

POSITION OVERVIEW

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 2022 the festival will run from **20th – 30th October**.

The Festival Producer reports to the Senior Producer 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, Senior Producer and Program 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.

DUTIES

Program Delivery

- Take lead responsibility for the delivery of selected projects, under the direction of the Senior Producer
- Undertake regular meetings with the Senior Producer 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 Senior Producer and Production Manager
- Liaise with production staff on technical requirements related to particular projects or events

- Manage project budgets in dialogue with the Senior Producer

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

ESSENTIAL 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.)

DESIRABLE SELECTION CRITERIA

- A current Australian Driver’s Licence

HOW TO APPLY

To enquire about and/or apply for the post of Festival Producer, please call Kate Britton, our Senior Producer on 02 8571 9102 or email kate@performancespace.com.au during business hours.

To apply for the post of Festival Producer please send us:

- a curriculum vitae (cv) of no more than three pages;

- a statement of no more than two pages that illustrates how your skills, knowledge and experience match the Selection Criteria and Duties

Please ensure your full contact details including phone number and postal address, are included in your CV or covering email.

We will only accept applications by email. Please use the subject line 'Festival Producer application'. Email your application to kate@performancespace.com.au

Please provide all attachments as PDFs.

The deadline is 5pm, Wednesday 27 July 2022. Interviews will be held in the following week.

Performance Space is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.