



Programs Manager

ROLE DESCRIPTION

TITLE	Programs and Production Manager
HOURS	5 days per week.
SALARY	\$70,000 plus superannuation
REPORTS TO	CEO
KEY RELATIONSHIPS	Program Manager Love YA and Word Play Marketing Manager Office and Special Events Manager Curators
DIRECT REPORTS	Cross-Arts Manager Technical crews and suppliers Programs Assistant Program Interns and Volunteers
CONTRACT TERM	10-month contract

KEY ACCOUNTABILITIES

Curatorial Support

- Support curation of Festival programming in collaboration the CEO and the Curatorium;
- Document and action items from creative development and curatorium meetings.

Program Management

- Work with the CEO and Curatorium to schedule programming for Brisbane Writers Festival across all venues;
- Co-ordinate delivery of program content to Marketing manager to set deadlines.

Artist Management

- Coordinate program artists including contracts, final schedules, invitations and acceptances, gathering information for both online and on site events;
- Ensure accurate and thorough record keeping of all artist and publisher interactions, including expense agreements and splits with other organisations and individuals;
- Manage flights, accommodation and artist care throughout the year in accordance with budget, partnerships and financial processes;
- Manage the creation of event schedules, book signing schedules and run sheets for all Festival events;
- Coordinate book orders for all program Festival moderators and participants as required.

Onsite Festival Production Management

- Liaise with Volunteer Coordinator, Greenroom Coordinator and Venue Managers to ensure integration of author schedules and care for the smooth delivery of the Festival programs;
- Assist technical crew with Festival bump-in and bump-out;



- Manage production staff, contractors and artists to ensure safe and careful management of human resource and venue spaces and equipment;
- Coordinate with Volunteers Manager to ensure adequate volunteer staffing of all events

Online Production Management

- Produce the BWF online program e.g editing videos, coordinating the recordings (including Word Play, Love YA)
- Supervise technical production
- Manage all artist contracts for the online program
- Manage the production schedule to ensure that the online programs are delivered on time and to a high standard

Operational and Finance

- Working with the CEO, ensure that all production policy and process is accurately recorded;
- Ensure strict adherence to all financial processes as directed by the CEO;
- Manage project budgets and monitor project expenditure and artist shares and splits with oversight from the Artistic Director and Production Manager;
- Provide reports on request pertaining to Festival program outcomes.

Other

- Attend meetings, receptions and events as a Brisbane Writers Festival representative as required;
- Adhere to and demonstrate Brisbane Writers Festival brand values and code of conduct.