

Technical Producer

ROLE DESCRIPTION

TITLE	TECHNICAL PRODUCER – BRISBANE WRITERS FESTIVAL
HOURS	38 hours per week with TOIL allowances
SALARY	\$65,000 plus superannuation pro rata
REPORTS TO	CEO/Artistic Director
KEY RELATIONSHIPS	CEO Content and Engagement Team
DIRECT REPORTS	Adult Programs Coordinator Children and Young Adult Programs Coordinator Volunteer Coordinator Technical Manager, creatives and suppliers
CONTRACT TERM	Min 3 month contract (June – September)

KEY ACCOUNTABILITIES

Strategy and Leadership

- In close collaboration with the CEO/Artistic Director, lead the design and delivery of BRISBANE WRITERS FESTIVAL’s content and engagement strategies, including the Brisbane Writers Festival, including special events
- Develop and deliver project management tools for the successful delivery of high quality projects and events within budget (and use in-house production tools)
- Collaborate with the Children and Young Adult Programs Coordinator to deliver relevant and innovative streams of Children and Families programming within the framework of current best practice
- Collaborate with the Adult Programs Coordinator to deliver relevant adult programs
- Manage and oversee completion of implementation of the physical Brisbane Writers Festival site design working in consultation with Marketing and Communications Manager and contractors to ensure consistency with brand values.
- Initiate and manage production meetings with external contractors and ensure strong lines of communication are established throughout the production cycle
- Lead the BRISBANE WRITERS FESTIVAL Team in delivery, including on-site management at events, team briefings on production requirements and troubleshooting
- Develop and manage in-kind partnerships to deliver BRISBANE WRITERS FESTIVAL content and engagement projects in collaboration with the Development Manager
- Oversee the management of all programming partners, artists and contractors

Event Production

- Work collaboratively with creative and technical contractors to develop interactive event spaces and audience experiences in innovative, cross-art form collaborations
- Deliver seamless high-quality events including the annual Brisbane Writers Festival
- Develop effective project plans including production requirements, budget, scheduling and resource management
- Support both the Adult and Children and Young Adult Programs Coordinators to manage elements of artist liaison and budget including leading strict adherence to BRISBANE WRITERS FESTIVAL policies and processes and accurate record-keeping

Production Management

- Develop and implement, with support from the General Manager, risk management plans
- Oversee collection of relevant event data in collaboration with the Marketing and Communications team
- Proactively liaise with all relevant service providers, partners and other production stakeholders throughout the production cycle to ensure smooth delivery of programs and partnerships – including working alongside State Library of Queensland teams
- Oversee the Technical Manager and production crews to schedule and supervise the successful delivery of the Festival within prescribed budget
- Oversee management of production staff, contractors, volunteers and artists to ensure safe and careful management of human resource, venue spaces and equipment
- Oversee the coordination of specific partnership deliverables at BRISBANE WRITERS FESTIVAL events in collaboration with the Development Officer
- Oversee logistical elements of Festival coordination including program timetables
- Oversee the delivery of commercial activity at BRISBANE WRITERS FESTIVAL events in collaboration with event partners including, book sales and hospitality

Financial & Operational

- Lead strict adherence to BRISBANE WRITERS FESTIVAL policies and procedures
- Lead the management of Content and Engagement team budgets and resources, including setting and reviewing production budgets with the General Manager and CEO
- Lead the creation of comprehensive project proposals including costings for all BRISBANE WRITERS FESTIVAL Content and Engagement projects
- Actively monitor project expenditure and ensure strict adherence to BRISBANE WRITERS FESTIVAL financial policy and procedure

Evaluation and Reporting

- Provide advice based on hard evidence, researched to support organisational and production decision making
- Develop evaluation reports on BRISBANE WRITERS FESTIVAL Content and Engagement Strategies to deadline and required specifications

Other

- Attend meetings, receptions and events as an BRISBANE WRITERS FESTIVAL representative as required
- Adhere to and demonstrate BRISBANE WRITERS FESTIVAL's brand values and code of conduct

BRISBANE WRITERS FESTIVAL is offering an outstanding individual with significant production and event management experience the opportunity to contribute to Brisbane Writers Festival, a recognised cultural leader in the literary landscape of Queensland.

Key characteristics

- Creative and strategic thinking, with the ability to develop and implement innovative and effective long term plans and ambitions;
- Outstanding project management and production skills including large-scale cultural events over multiple venues
- Strong relationship management skills with the ability to lead and engage with diverse collaborators and stakeholders, including colleagues, artists, peers, funders and delivery partners;
- Collaborative approach with ability to manage ongoing and contractors, as well as volunteers and artists
- Belief in the agency of literature to transform communities and individuals.

Attributes

- At least five years' experience in relevant positions involving live event management, festivals or large-scale events over multiple venues and days or similar;
- Experience of collaborating across various art forms with artists and technical crews;
- Experience of collaborating with external partners, and delivering to expectations of partners and stakeholders
- Proven track record of producing high quality, professional live events and programs
- Willingness to collaborate with and support the intersecting priorities of a small but highly skilled and dedicated team across all BRISBANE WRITERS FESTIVAL activity;

Selection Criteria

1. Demonstrated high level of technical and practical skills and experience across a broad range of areas relevant to the production management of a major, live cultural event.
2. Proven project management ability with experience in developing and delivering project proposals, management plans, costings and working effectively within a budget.
3. Demonstrated experience in contract negotiation, management and evaluation.
4. Demonstrated ability to lead and work as part of a team under pressure towards achieving excellence.
5. High level communication skills.
6. IT proficiency (BRISBANE WRITERS FESTIVAL works with various online systems including MS Office, Office365 and online databases and record keeping systems).

Application Process

To apply for this role, please email the following to the General Manager, Stephanie Dennis-Fernandez or CEO Ann McLean using email address info@uplit.com.au

1. A covering letter summarising your appropriateness for the role
2. A current resume
3. Contact information for 2 referees (name, title and organisation, relationship to the applicant and contact phone number and email address)

Closing date: 8 June 2018 at 5pm.

All short-listed candidates will be contacted by phone or email.

Thank you for your interest in working with BRISBANE WRITERS FESTIVAL. We look forward to receiving your application.