

## JOB SPECIFICATION

1. **Title:** Program Producer
2. **Commencement Date:** November 2023
3. **Termination Date:** September 2024
4. **Employment Type:** Full Time
5. **Reporting To:** Creative Directors, Illuminate Adelaide

### 6. About Illuminate Adelaide

Each year throughout July, Illuminate Adelaide celebrates the best and boldest in art, music, technology and invention from around Australia and the world, and sets them loose across the city and the state.

South Australia's newest major winter event, Illuminate Adelaide turns Adelaide's streetscapes and iconic locations into a beacon. An invitation. A city-wide spectacle daring you to shake off the winter blues and rekindle a sense of wonder.

Welcoming people from all walks of life to experience a program of free and ticketed events by local, national and international artists, Illuminate Adelaide is about staying up, heading out, and coming together. It's about looking forward, breaking ground, and making memories. It's about turning those long winter nights into an opportunity: to wake imaginations and let curiosity run wild.

### 7. Job Summary

The Program Producer supports the Creative Directors and the Executive Producer in the development and delivery of the event program.

The role is responsible for the management of key projects and associated artist contracts, travel arrangements, schedules, program details and other administrative responsibilities under the direction of the Executive Producer.

### 8. Key Duties & Responsibilities

#### Program Management

1. Manage projects as delegated by the Executive Producer and Creative Directors
2. Support the Executive Producer in the booking and service of program venues and artists

3. Undertake producing responsibilities in relation to delegated projects including, but not limited to, contracting, artistic logistics and scheduling, payment schedules, hospitality, One Music and other royalty payments
4. Establish with, and obtain from, prospective artists, companies and program partners, their presentation requirements including all aspects of the terms and conditions including, but not limited to, scheduling, fees, allowances, merchandise, riders, marketing and publicity, travel and accommodation, insurance and visa/immigration and tax documentation as required, and ensure that all responsibilities to programmed artists are met
5. Ensure that all programming information is accurate and collated promptly for the production of marketing and publicity materials including, but not limited to, credit and presentation lines, dates, venues, times, ticket categories, prices, accessibility, media, bios, etc
6. Work closely with Production team to deliver presentation outcomes for delegated projects
7. Work with the Production team to prepare and update schedules for companies and artists, venues and other relevant stakeholders as required
8. Work with the Publicity team to facilitate promotional opportunities within event and artist schedules
9. Work with the Development team to support stakeholder opportunities within event and artist schedules
10. Provide other program support as required

### **Program Operations & Logistics**

1. Ensure that all aspects of international and domestic travel, accommodation and ground transport for confirmed artists is organised and booked
2. Monitor and maintain bookings for air travel, visas, ground travel and accommodation as required
3. Manage the collation of information required to secure visas for the confirmed international artists (where applicable)
4. Liaise with travel and accommodation partners
5. Work with the Program Administrator to manage ground transport schedule, artist liaison and hospitality services
6. Manage the delivery of artist merchandise in conjunction with the Marketing, Production and Front of House teams
7. Input into the design and delivery of event signage in conjunction with the Marketing and Production teams

### **Database/Scheduling/Finance**

1. Input data for artist and companies into event database
2. Input and maintain schedule information for artists and program venues
3. Prepare and produce reports from the above data
4. Manage project budgets as delegated by the Executive Producer/Creative Directors and in collaboration with the Production team, including tracking and reconciliation of income and expenditure
5. Manage payment schedules, process purchase orders and invoices as directed by the Executive Producer and in conjunction with the Finance Manager

### **Communication**

1. Liaise and work collaboratively with all Illuminate Adelaide departments and staff members to carry out the role and ensure open and clear communication channels are maintained for sharing information across all departments
2. Collate relevant data for post-event reporting as required

### **People & Culture**

1. Be an active member of the Illuminate Adelaide team and assist with the implementation of plans and objectives in line with the Event's overall vision & artistic goals
2. Participate in continuous improvement activities by conducting regular assessments of processes and incorporating learning into development plans
3. Adhere to and comply with Illuminate Adelaide policies and procedures including WHS requirements

### **9. Essential Skills & Attributes**

- Experience working with a performing arts organisation, venue or festival
- Experience working to produce and present outdoor and site specific arts projects and installations
- Strong national and international artist, management, venue, promoter knowledge and networks
- Outstanding negotiating skills
- Experience in the formation and execution of contracts
- Proficiency in budget modelling

- Proven track record in responsible budget management
- Understanding of arts marketing and media requirements
- Sound understanding of the production department's role in an arts organisation
- Staff management experience
- Team player
- Excellent communication and stakeholder management skills
- Experience hosting artists across a range of genres

## 10. Application Process

Your application should include a CV, short covering letter noting your experience working across the arts, culture and major events areas including any key milestones or achievements to date.

Applications close COB South Australian-time **Friday 13th October 2023**. Apply via email to [dfarrell@artsprojects.com.au](mailto:dfarrell@artsprojects.com.au) with your full name and position title in the subject line.

All questions and enquiries can be directed to **Di Farrell**, Arts Projects Australia Administrator via **+61 8 8271 1488**.