

Festival Creative Producer

Position status: Full time, 10 month contract

Reports to: Director

Direct reports: Festival Volunteer Team

Internal Relationships: Director, Deputy Director, Arts Officer, Marketing and Communication Manager and the Business Manager

Salary package: \$72,000 - \$82,000 per annum + superannuation guarantee (12%)

Salary awarded commensurate with experience.

Full-time employees are offered one beneficial rest day leave per calendar month.

\$2,000 relocation allowance for applicants not from the Townsville region.

About Umbrella Studio Contemporary Arts

Umbrella is a leading independent platform for contemporary and experimental arts practice operating on Wulgurukaba and Bindal Country (Townsville, North Queensland).

We have a four-decade legacy of bringing art and audiences together. We amplify critical and creative voices, support communities, incubate creativity and collaboration, and advocate for new models and investment in the arts.

We believe in the power of commune, bringing together diverse voices and perspectives of our region and beyond. In dialogue, through creative arts practices, we transgress traditional place-based hierarchies of centre and periphery. We nourish curiosity, exploration, and more profound experiences with the region and all its peoples. We acknowledge the beauty of the in-between spaces. We invite partnership and collaboration to create encounters and meaning in a complex world.

Umbrella runs an annual program of onsite and touring exhibitions, public programs, arts residencies, studio access, professional development programs, special events and a biennial festival, Pop Up North Queensland (PUNQ). Umbrella is integral to our region's thriving culture and creative economy.

Vision

To be an inclusive platform for independent, experimental contemporary arts practice in a globalised dialogue.

Mission

To express and amplify our distinctive and authentic North Queensland voices.

About PUNQ Festival

PUNQ is a place-making visual and performance art festival. The artistic direction focuses on providing platforms for expressing and amplifying the distinctive and authentic North Queensland arts and Cultural voices alongside their national and international contemporaries.

North Queensland is home to situated knowledge, creative practice and storytelling of global significance. The festival engages with spaces, histories and futures, activating communities through art. PUNQ encourages critical dialogue as audiences explore the state of play in this large regional landscape.

The festival program has three main streams:

1. MAJOR SITE-SPECIFIC COMMISSIONS

The commissioned site-specific artworks and performances draw audiences across North Queensland to explore untold stories created by local, national and international artists. This program, curated by the PUNQ team, also provides opportunities for emerging artists through an open call for expressions of interest.

2. REGIONAL ART TRAIL PROGRAM

Drawing on the network of arts organisations and groups who we partnered with for PUNQ 2024, the art trails will take audiences on a deeply local journey. Audiences will experience exhibitions, museums and installations on Yunbenun / Magnetic Island, Warrgamay, Nywaigi & Bandjin Country / Hinchinbrook and Gudjal Country / Charters Towers.

3. PUBLIC PROGRAMS

A series of critically-engaged dialogues and hands-on workshop experiences will compliment both PUNQ's overarching artistic direction and individual programs.

About the Role

This is an exciting opportunity to work with the Umbrella team, and critically acclaimed contemporary artists. The Creative Producer for PUNQ Festival is a lead role in PUNQ, a 16-day celebration of North Queensland's rich cultural tapestry. With a focus on place-making through visual and performance art, the Creative Producer plays a multifaceted role in delivering the festival's artistic vision and ensuring its seamless execution.

In overseeing the main streams of the festival, the Creative Producer acts as a programmer, collaborator, and facilitator.

We are looking for a highly organised, skilled person with excellent interpersonal skills and strong experience in arts management. The position requires flexibility, with work outside standard working hours, including intense periods of work leading into and during the festival.

Responsibilities:

- Work collaboratively with the Director to produce the major commissions program for the festival.
- Manage and produce all festival programs, with support from the wider Umbrella team.
- Oversee and coordinate all artist requirements, ensuring clear communication and delivery of agreed outcomes.
- Plan, coordinate, and manage event logistics for the festival, including venue negotiations, equipment sourcing, obtaining approvals, fulfilling sponsorship requirements, managing contracts, site set-up and bump-out and documentation.
- Coordinate program materials including copy, text, and images for print and digital use.
- Work closely with the Marketing and Communications Manager to deliver the program launch and associated social media campaigns.
- Collaborate with the Marketing and Communications Manager and external PR consultant to deliver national and state-wide marketing campaigns, providing program content and coordinating press events in the lead-up to the festival.
- Complete required administrative tasks and prepare reports as needed.
- Implement and maintain the festival's policies, ensuring compliance with relevant regulations.
- Work within the festival budget with the support of the Director and Business Manager.
- Develop and maintain systems for evaluation, feedback collection, and statistical reporting.
- Liaise with local government representatives, community groups, and businesses in relation to festival activities and partnerships.
- Ensure all legal, industry, funding and sponsor obligations are met throughout program delivery.
- Support the Director in the preparation and completion of funding acquittals.
- Assist with data upload and record maintenance as required.

Key Selection Criteria

Please address these items in a separate document:

Essential

1. Experience producing high-level contemporary arts events.
2. Experience negotiating and writing contracts and agreements for a variety of purposes.
3. Highly organised with the ability to multitask whilst achieving competing deadlines.
4. Excellent communication and interpersonal skills with a demonstrated cross-cultural sensitivity particularly when working with First Nations peoples.
5. Highly adaptable written skills.
6. Knowledge of and passion for national and international contemporary arts practice and experience working with artists to deliver their vision.
7. Excellent project management skills with a demonstrated ability to work independently and in a team.
8. Post-graduate degree or BA and with equivalent experience in related fields.
9. Current open driver's licence.

Desirable

- Knowledge of North Queensland arts industry
- Working at heights licence

Applications close 11:59pm AEST Sunday 25 January 2025.

Please include a cover letter, CV (including two referees) and a response to the key selection criteria, each as separate PDF documents.

Applications should be addressed to Director Kate O'Hara, and emailed to:

Kate O'Hara - director@umbrella.org.au.