

RISING :

CREATIVE PRODUCER (OUTDOOR PROJECTS)
POSITION DESCRIPTION SEPTEMBER 2020

ROLE :	CREATIVE PRODUCER (OUTDOOR PROJECTS)
TERM :	FULL TIME, FIXED TERM UNTIL 16 JULY 2021
TEAM :	PROGRAMMING & PRODUCTION
REPORTING TO :	DEPUTY EXECUTIVE PRODUCER
SALARY :	\$80,000 + SUPERANNUATION

RISING

RISING is a surge of art, music and ceremony in the heart of Melbourne.

Taking the place of the Melbourne International Arts Festival and White Night Melbourne, RISING is a major cultural event for the Asia Pacific Region created by a diverse team of local, national and international artists and curators.

RISING will begin on the evening of the total lunar eclipse in May 2021. Interlocking circles of experience and connection will radiate through the night, as the city re-synchronises and is re-energised with public art, performance and music spanning the emerging and iconic, the epic and intimate.

The inaugural festival will take place 26 May – 6 June 2021.

<https://rising.melbourne/>

THE ROLE

RISING is seeking a Creative Producer to join our team to help realise our ambitious inaugural program. This role will work specifically on outdoor projects of scale and is suited to someone with excellent communication skills and no less than 3-5 years' experience as an arts and/or entertainment Producer.

As Creative Producer, you'll scope and manage the planning and delivery components for specified outdoor projects for RISING. You will support and report to RISING's Executive Producer (EP) and the Deputy Executive Producer (DEP).

You're masterful at communication and keeping all stakeholders in the loop and on the same page. You're a team player who understands other producers' and departments' competing needs, spanning the organisation, from production to marketing. Managing relationships with artists, landowners, sector peers and Government bodies is also second nature to you.

You don't flinch at the site of multiple spreadsheets—instead, prepping budgets and submitting delivery plans is where you enter your flow state. A diligent researcher, you have a talent for digging up important, nitty gritty details about artists and projects, and you know how to use those to details to plan and align specific outdoor projects with the festival's artistic vision.

You're supportive to the EP and DEP in the development of artistic elements of the projects and festival program; and are able to keep one eye on the artistic vision, and one eye on the planning, delivery and reconciliation required to make it happen. You're practical and pragmatic, but have a firm, uncompromising commitment to artistic outcomes. You're experienced in balancing assigned projects financial and logistical needs and are a friendly but firm negotiator.

DAY-TO-DAY, YOU WILL :

- Plan, develop and coordinate agreed projects and events produced by RISING
- Negotiate engagement details with artists, arts companies, creative producers, venues, relevant regulatory bodies, promoters and program partners as required
- Lead the internal communication and collaboration on agreed RISING projects with key members of the Finance, Production, Logistics, Marketing and Development departments
- Work with artists to develop the outcome of their work in accordance with the overarching creative vision and brief provided by the Artistic Directors or Executive Producer/DEP
- Manage individual program budgets, liaising with other internal budget stakeholders as required
- Liaise with the Finance team regarding royalties, foreign currency purchases and program budget expenditure
- Draft, negotiate and finalise contractual agreements
- Work with the Logistics and Artist Liaison teams to provide the artist requirements for the festival
- Work with production and operational staff to ensure the delivery plan and event design is realising the logistical and audience needs of the work, alongside the greater needs of the artist and the overall RISING creative vision
- Maintain and keep up to date the program database and associated central records
- Ensure collaborative and amicable relationships with internal stakeholders including management, peers and staff

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- Represent RISING as required with external stakeholders and peers, linking them into the ongoing festival personnel and leadership team as appropriate

YOU'LL NEED TO HAVE:

- Producing experience – 3 - 5 years' experience in the arts and entertainment industry, preferably producing outdoor-based arts projects alongside developing creative content in a site-specific or responsive fashion
- Communication skills – Excellent verbal and written communication skills with demonstrated ability to develop and manage key relationships.
- Time management and planning – Experience in managing multiple projects, often with competing priorities.
- Budgeting – experience in full budgeting process – creation, overview, tracking, delivery and reconciliation
- Contracting - Experience negotiating and drafting contracts with artists and arts organisations
- Relationship/stakeholder management – Proven experience in managing internal and external relationships
- Teamwork/collaboration – Demonstrated ability to work effectively in a team as well as on a self-directed basis

BONUS POINTS FOR:

- Arts Sector experience – A well-developed understanding of the local and international arts and entertainment marketplace.
- Systems development / process improvement – experience in project managing reviews of internal systems and implementing changes to those systems or internal processes.

KEY RELATIONSHIPS:

The **Creative Producer (Outdoor)** role requires close cooperation with the Executive and Deputy Executive Producer to work within the wider programming team. Other key relationships are with the Artistic Directors, peer Programming & Production team members and the RISING's other departments as required, including Finance, Brand and Commercial and Stakeholder Engagement. The position must successfully develop and manage an extensive range of external relationships, both international, interstate and locally, including arts companies and artists, program partners, venues, government agencies and other key stakeholders.

REQUIRED FOR SUCCESS IN THIS ROLE:

- Reliable and trustworthy – performs duties with honesty and integrity and is comfortable and experienced in handling confidential and sensitive information
- Creative problem solving and initiative – able to identify and anticipate problems, discuss and implement solutions and use initiative to identify and develop ideas
- Flexibility and openness - adapt to fluctuating workload and demands and to work collaboratively
- Judgment and discretion – understanding of accountability and delegations of authority; able to exercise sound judgment in the interpretation and application of policy and procedures
- Standards – establish and maintain exceptional standards of accuracy and integrity in all work produced
- Cultural sector – an interest in the cultural sector and a capacity to convey enthusiasm for RISING's vision

DESIRED RESULTS:

- Artist experience – positive experience for visiting artists and their engagement with RISING, measured through post-festival surveys
- Project Stakeholder experience – positive experience for project stakeholders (internal and external), measured through post-event surveys
- Budget management – Project delivered on budget, with any adjustments required being managed and communicated appropriately. Measured throughout project delivery as part of budget review and reconciliation process
- Project Systems – Project delivered adopting the festival systems, processes and database, producing well-presented project documentation and achievable timeline

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LOCATION

Subject to State Government Covid-19 travel and working from home (WFH) restrictions, the position operates from and is based at the RISING office, 2/377 Lonsdale Street Melbourne.

RISING is a new festival aspiring to be a cultural leader in diversity and inclusion. We want our organisation and program to be a true reflection of our city representing people of diverse abilities, cultures and backgrounds. We encourage applications from First Nations people, those who are culturally and linguistically diverse, and people who have a disability or who are d/Deaf.

If you have access requirements that will cause difficulty applying online and you need assistance, please call 03 9662 4242, Monday to Friday, between 9AM-5PM. We are only able to respond to accessibility enquiries at this number, for all other queries please email jobs@rising.melbourne.