

PERTH FESTIVAL

Position Title:	Associate Producer – Music
Department:	Programming
Supervisor Title:	Head of Programming
Works With:	Artistic Director and Program Associate: Music

About the Perth Festival

At the edge of Australia, at the edge of the world, our lifestyle, our environment, our history provides us with a singularly distinctive outlook on how we celebrate creativity and culture — and embrace the very best that humanity has to offer from anywhere on the planet. Every summer since 1953 Perth explodes with music, dance, stories, conversations and laughter. Bright and bold and refreshingly down-to-earth, our Festival is made for locals — but we invite everyone to jump in, and experience art in a different light.

We are uniquely placed to celebrate the oldest living culture in the world by championing rich indigenous traditions and contemporary arts practice.

We build a creative community through arts sector development and diverse audience engagement, which are the heartbeat of the Festival. We collaborate with local institutions, grass roots arts organisations and provide opportunities, skills and jobs for hundreds of people each year.

This Festival and this city share the most dynamic region in the world, the Indian Ocean Rim and East Asian time zone where more than 60% of the world's population lives. The opportunities for artists, producers and presenters to explore creative engagement and international partnerships throughout the region are boundless.

The Festival was born out of the University of Western Australia's annual summer school entertainment nights as a “festival for the people” in response to a changing post-war society hunger for cultural nourishment.

Perth Festival now stands as Australia's premier curated arts festival – and one of the greatest in the world – with a diverse program of international artistic excellence that honours the vision of Festival founder Prof Fred Alexander:

“Keep up your standards and seek the best that is available to you wherever it may be found; but don't allow the Festival to become the exclusive preserve of the ultra-highbrows who might be tempted to forget that it is primarily a festival for the people of Perth.”

Role statement

Reporting to the Head of Programming, the Associate Producer – Music will work with the Artistic Director and Program Associate: Music in support of events programmed into the Festival. Under their direction, the Associate Producer: Music will manage the administration, logistics and delivery of a range of music events across genres including contemporary, experimental, chamber and orchestral music.

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Key responsibilities

Program Development and Delivery

- Assist the Artistic Director and Program Associate: Music, providing advice and recommendations on the local music industry and contexts as appropriate.
- Manage all program logistics for the delegated suite of events, including travel, accommodation and ground transport.
- Manage the preparation and distribution of production schedules, liaising with the Production department and other internal departments as required.
- Collaborate with the Program department on conceiving and delivering opportunities as part of the Connect, Creative Learning and Community Engagement programs.
- Collaborate with the Program Coordinator on merchandise, collateral, functions and other engagement opportunities as part of the suite of artist services.

Contract Administration and Budget Management

- Prepare, issue and finalise presentation contracts for all events and artists under the guidance of the relevant programmer and with the support of the Senior Program Manager and Program Coordinator.
- Assist the relevant programmer in delivery of all contracted deliverables, liaising between artists, companies and other staff as required to meet deadlines.
- Manage budgets and expenditure, within Festival policies and guidelines, using effective control mechanisms as required.
- Prepare and deliver post-event reports, contributing to funding applications and acquittals as and when required.

Festival Interdepartmental Responsibilities

- Liaise with Production to ensure the production and technical requirements of events are met and scheduled accordingly.
- Liaise with Marketing and Communications to ensure all communications and collateral are delivered and signed off.
- Liaise with Sponsorship and Philanthropy to identify potential funding opportunities, and render all reasonable assistance in support of approaches made to in support of events, and servicing existing funding relationships.

Marketing & Promotional Requirements

- With the Marketing department, facilitate the receipt and distribution of content relating to events across print, digital, signage and other platforms.
- With the Communications department, contribute to the planning and delivery of publicity and promotional activities.
- Ensure documentation of programs as appropriate for archival, acquittal or other purposes.
- Host functions and facilitate public or closed forums as part of the Programs as agreed.

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Relationship Management

- Support the Artistic Director and Program Associate: Music in the conception and delivery of programmed events, ensuring an open and collaborative relationship at all times.
- Liaise with all artists, participants, agents and stakeholders in a highly professional manner at all times.
- Liaise with Festival Development staff in rendering all reasonable assistance in support of approaches made by the Festival to national and international organisations, private donors or sponsors for finance in support of the Programs.
- Report and update on the programs progress to the Head of Programming as requested.
- Provide a detailed report at the end of the Festival and attend and participate in Festival planning and debrief sessions as required.

Other

- Attend departmental meetings as requested.
- Present to staff or stakeholders as requested.
- Represent the Festival in the community and build and manage relationships with key event stakeholders.
- Collate and deliver on relevant reporting requirements at conclusion of the Festival.
- Any other duties as requested by the Senior Program Manager.

Specific work capabilities (selection criteria)

Programming and production experience in a high-level multi-arts environment

Experience producing a range of music projects and productions

Proficiency in a range of computing skills and technology

Highly developed interpersonal and communication skills, including negotiation and conflict resolution

Highly developed problem-solving skills and an ability to manage a high degree of complexity

Highly developed organizational and budget management skills with an ability to plan, prioritise and meet deadlines in an arts environment

Well-developed written and verbal communication skills