

# RISING :

PRODUCER  
POSITION DESCRIPTION, OCTOBER 2024

ROLE :	PRODUCER
TERM :	FULL-TIME, FIXED TERM UNTIL 30 JUNE 2025
TEAM :	CREATIVE
REPORTING TO :	HEAD OF CREATIVE PROGRAM

## RISING

RISING a festival new art, music and performance in the heart of Naarm (Melbourne, Australia). a major cultural event for the Asia Pacific Region, the festival is created by a diverse team of local, national and international artists and curators. RISING's purpose is to reflect Melbourne's identity and amplify its art and artists.

RISING will return in 2025. [View the 2024 RISING program.](#)

## THE ROLE

The role sits within the Creative department's Producing team, reporting to the Head of Creative Program. The Producer is the direct link between the Artistic Directors creative vision, the artistic intent, the festival's ambition for the performance program, ancillary events programming and the successful delivery of RISING projects.

RISING's producers provide a vital function as the planning and delivery lead for performance program. The program of local, national and international work is often complex, immersive, site-specific and may be presented outside of a traditional context or venue.

Working closely with the Head of Creative Program, Artistic Directors and Executive Producer, the role contributes to the scoping, planning, producing and delivery of the performance program across various city venues and non-traditional spaces. The role engages with local, national and international industry stakeholders including artists, producer, agents, venues, and other broad presentation and curatorial partners. Producers is a creative leader and plays a key role in managing relationships and deals, and delivering the projects through to delivery, settlement and post-event reporting. This position uses astute judgement in managing issues and balancing conflicting demands of internal and external stakeholders.

The role will also work collaboratively with RISING's Brand and Commercial department on the marketing, publicity and partnerships associated with the performance program.

## DAY-TO-DAY, YOU WILL :

- Manage event budgets, scope venues, efficiencies, unique audience experiences and creative solutions to planning challenges
- Scope, plan, develop and coordinate delivery of an agreed suite of projects and events produced or presented by RISING
- Under the direction of creative leadership, be responsible for budgeting and contracts and agreements related to your projects
- Negotiate engagement and draft and finalise contractual agreements with artists, agents, managers, producers, venues, relevant regulatory bodies, promoters and program partners as required
- Liaise with Head of Creative Program on venue contracting and ensure all venue requirements are met
- Liaise closely with artists and producers to develop their work in response to the specific needs and parameters of the venue and within the broader context of the festival program
- Work within AirTable to develop project briefs and timeline, identifying who is responsible for what tasks, and ensuring that timeline tasks are being met, in consultation with Production and Project Manager/s
- Regularly update other departments on program development and direction, as it evolves
- Work with Brand and Commercial team and artists to collect and distribute marketing materials for event promotion
- Identify Access needs and provide information, briefing and resources where required
- Liaise with the Head of Creative Program, Creative Administrator and Finance team regarding royalties, foreign currency purchases, program budget expenditure and post-festival project settlement requirements are met

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- Work with the Festival Producer, Logistics and Artist Liaison teams to provide artist travel, visa, accommodation and ground transport requirements for the festival
- Ensure all technical, site and production needs of the artists and the venue are being met, alongside the Project Manager
- Ensure that realising all risk management and operational planning requirements of the project do not compromise the artistic outcome, and that creative solutions are always being sought
- Ensure collaborative, respectful and amicable relationships with internal stakeholders including management, peers and staff
- Complete post-event reports and acquittals and contribute to event debriefs and surveys to provide continuous improvement
- Perform related duties as assigned, within your scope of practice

## SKILLS YOU'LL NEED :

- Arts sector expertise—Understanding of local and international arts and entertainment marketplace. High literacy and proven experience in producing theatre, dance, performance and multi-arts disciplines, with a track record working with international artists, producers and agents to deliver large scale touring works
- Leadership—High-level skills and proven ability to lead a project team, collaborate and create a supportive environment. Provide vision and make creative decisions.
- Budgeting—High level experience in complex budgeting and managing individual events financial requirements including budget analysis and reporting
- Contracting—High level of experience in negotiating, drafting and finalising contracts with artist, promoters, venues and diverse project partners
- Audience experience— A high level of understanding of ticketing, and Front of House to ensure exceptional audience experience
- Communication skills—Excellent verbal and written communication skills with demonstrated ability to develop and manage key relationships
- Deadline management and planning—High level experience in managing multiple projects, often with competing priorities and exceptional attention to detail.
- Risk —Astute understanding of managing identified risks associated with presenting creative work
- Relationship/stakeholder management—Proven high-level experience in managing positive internal and external relationships
- Regulatory bodies—High level knowledge to ensure compliance with APRA AMCOS, ONE MUSIC, MEAA, LPA regulations
- Systems development/ process improvement—Experience in project managing reviews of internal systems and implementing changes to those systems or internal processes. Able to work across a multitude of programs including Airtable, APMAX finance system, DocuSign

## WORK SCHEDULE & FLEXIBLE WORK ARRANGEMENT

RISING supports flexible working arrangements for staff and a hybrid office/WFH model is currently in place. The RISING office is situated at Level 2, 377 Lonsdale Street, Melbourne 3000.

As part of our flexible working arrangements, there is an expectation that staff will be available for office-based and on-site work as required by their role.

RISING's usual business hours are between 9am and 5pm from Monday to Friday. However, you may be required to work outside these hours in order to meet the demands of the annual festival operational cycle and the responsibilities of your position.

## ACCESS

RISING is a festival aspiring to be a cultural leader in inclusion and accessibility. We want our organisation and program to be a true reflection of our city representing people with a variety of skillsets and life experiences, cultures and backgrounds. We encourage

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applications from First Nations people, those who are from culturally and linguistically diverse backgrounds, people who are LGBTQIA+, people who have a disability and/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](mailto:jobs@rising.melbourne).