

RISING :

PROJECT MANAGER – MUSIC
POSITION DESCRIPTION, NOVEMBER 2026

ROLE :	PROJECT MANAGER – MUSIC
TERM :	FULL-TIME, FIXED TERM 19 JAN – 26 JUN 2026
TEAM :	PROGRAMMING
REPORTING TO :	FESTIVAL PROGRAM MANAGER
SALARY :	\$85,000 - \$90,000 + SUPERANNUATION (PRO RATA)

RISING

Taking place at the beginning of winter, RISING is a festival new art, music and performance in the heart of Naarm (Melbourne, Australia). For more details of current and past program, view our website and the 2025 program.

The next RISING will take place 27 May – 8 June 2026

THE ROLE

The Project Manager – Music will work closely with the Senior Curator – Music to scope, plan and deliver RISING's Music Program across city venues and non-traditional spaces. The role will play an essential role from program conception to delivery; overseeing the creative brief and budget, negotiating agreements and managing the delivery team and program partners.

The Project Manager – Music will lead and support the Music team within the Programming department, and work closely with the Festival Program Manager, Executive Producer and the broader festival teams and departments. Collaborating closely with RISING's Brand and Commercial department this position will contribute to the marketing, publicity and partnerships associated with the music program and other key events under this role's remit. Additionally, this position will manage a range of external relationships with artists, venues, suppliers, partners and other stakeholders.

This role is suited to someone who is organised, adaptable and solutions-focused –someone who can stay steady under pressure, juggle multiple moving parts and thrive in a collaborative, fast-paced festival environment.

DAY-TO-DAY, YOU WILL :

- Work with the Senior Curator – Music and festival technical teams to scope music program opportunities and outcomes, build event budgets, scope appropriate venues, look for efficiencies, unique audience experiences and creative solutions to planning challenges.
- Negotiate, draft and finalise contractual agreements artists, agents, managers, producers, venues, promoters and program partners.
- Lead and support the Music Team, steering and motivating direct reports in line with the project timelines
- Manage the Music Program budget, coordinate artist and supplier payments.
- Regularly update other departments on program development and direction, as it evolves.
- Work with the Brand and Commercial team to develop the appropriate ticketing model for each event and collect marketing materials.
- Work with the Associate Producer, Music to coordinate Music Artist Logistics requirements, including international visas, flights, accommodation, ground transport, artist liaison and other needs as required.
- Work with the Programming Administrator to ensure systems and procedures are maintained, keeping the program database up to date and associated central records relating to the program.
- Liaise with the Programming Administrator regarding Music Licensing, royalties, foreign currency purchases, program budget expenditure and other matters as required.
- In collaboration with wider festival teams, responsible for the successful delivery of all music projects.
- Be an active member of the program team to ensure all programs are integrated across the festival.
- Engage with the local music community to ensure the festival is engaged in the city's culture.

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- Complete post-event reports and acquittals as required and contribute to post event debriefs and surveys to provide continuous improvement
- Perform related duties as assigned, within your scope of practice.

SKILLS AND EXPERIENCE YOU'LL NEED :

- Demonstrated experience scoping, planning and delivering large-scale and complex contemporary music events.
- At least five years' industry experience operating in the music, arts or entertainment sector, and an understanding of the festival's role within that marketplace.
- Advanced capability in budgeting and managing individual events and experience with budget reporting and more complex financial procedures.
- Strong contracting experience, with venues, artists and companies and familiarity with the general terms of presentation contracts and experience of drafting contract conditions.
- Excellent written and verbal communication skills including demonstrated experience of communicating with artists and arts companies.
- A collaborative and adaptable working style, able to operate effectively within project teams or independently as required.
- Exceptional time management and planning skills including an ability to multi-task, meet deadlines and handle stressful situations.
- Proven experience project managing reviews of internal systems and implementing changes to those systems or internal processes.

LOCATION

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.

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 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.

FURTHER ENQUIRIES

For other enquiries about the role, please contact Millie Rushton, Festival Program Manager at m.rushton@rising.melbourne or on 0449 565 035.