

RISING :

PRODUCER – PERFORMANCE PROGRAM
POSITION DESCRIPTION 2026

ROLE :	ASSOCIATE PRODUCER, PERFORMANCE
TERM :	FIXED TERM, PART-TIME 2 – 27 FEB 2026 FULL-TIME, 2 MARCH – 26 JUNE 2026
TEAM :	PROGRAMMING
REPORTING TO :	SENIOR PRODUCER, PERFORMANCE
SALARY :	\$75,000 - \$80,000 + 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.

RISING returns 27 May–08 June 2026.

THE ROLE

Sitting within RISING's Performance stream, and reporting to the Senior Producer, the Associate Producer supports the team with the scoping, planning, administration, coordination and delivery of the performance program across various city venues and non-traditional spaces. The program of local, national and international work is often complex, participatory, immersive, site-specific and may be presented outside of a traditional context or venue.

You'll engage with local, national and international industry stakeholders including artists, producers, agents, venues, and other broad presentation and curatorial partners; and play a key supporting role in contracting, artist logistics and on-ground artist support and event delivery. The role will also work collaboratively with RISING's Brand and Commercial department on coordinating the marketing, publicity and partnership requirements associated with the performance program.

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 Producer and Performance Team to support the planning, coordination and delivery of a suite of projects and events produced or presented by RISING.
- Advance and coordinate the international and national travel requirements for visiting companies. This may include visas, flights, accommodation, ground transport and artist liaison support.
- Maintain project budgets and coordinate artist expenditure.
- Support the Producers with drafting contractual agreements for artists, agents, managers, producers, venues, promoters and program partners as required.
- Work within Airtable to develop project briefs and timelines, ensuring schedules, records and data-bases are kept updated.
- 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 Festival Program Manager, Creative Administrator and Finance team regarding royalties, foreign currency purchases, program budget expenditure and post-festival project settlement requirements are met
- 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

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- Perform related duties as assigned, within your scope of practice

SKILLS & EXPERIENCE YOU'LL NEED:

- Understanding of local and international arts and entertainment landscape. 1 -2 years of experience in supporting the 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
- Experience coordinating Temporary Entertainment Visas, international flights and ground transport within an arts or festival environment.
- Demonstrated experience with project budgeting and managing individual events financial requirements including budget analysis and reporting
- Skilled in drafting and finalising contracts with artists, promoters and venues
- Practical understanding of ticketing, and Front of House procedures to ensure exceptional audience experience
- Excellent verbal and written communication skills with demonstrated ability to develop and manage positive internal and external relationships
- Proven capability in managing multiple projects, often with competing priorities an exceptional attention to detail.
- An understanding of managing identified risks associated with presenting creative work
- Familiarity with industry regulations and frameworks, including APRA AMCOS, ONE MUSIC, MEAA, LPA requirements.
- 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, ApprovalMax, Docusign

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.