

RISING :

PRODUCER – PERFORMANCE PROGRAM
POSITION DESCRIPTION 2026

ROLE :	PRODUCER, PERFORMANCE
TERM :	FULL-TIME, FIXED TERM 2 FEB - 26 JUNE 2026
TEAM :	PROGRAMMING
REPORTING TO :	SENIOR PRODUCER, PERFORMANCE
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.

RISING returns 27 May—08 June 2026.

THE ROLE

The Producer will work closely with RISING's Senior Producer and Production Manager to scope, plan and deliver a selection of contemporary performance works 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.

The role engages with local, national and international industry stakeholders including artists, producer, agents, venues, and other broad presentation and curatorial partners. Producers are creative leaders 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 the Senior Producer, Performance, 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 Festival Program Manager 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 Festival Program Manager, Program Administrator and Finance team regarding royalties, foreign currency purchases, program budget expenditure and post-festival project settlement requirements are met
- Work with the Festival Program Manager, 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 Production Manager

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- 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 :

- Deep knowledge 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.
- Proven ability to lead a project team, collaborate and create a supportive environment. Provide vision and make creative decisions.
- Advanced proficiency in complex budgeting and managing individual event's financial requirements including budget analysis and reporting.
- High level of experience in negotiating, drafting and finalising contracts with artist, promoters, venues and diverse project partners.
- Comprehensive 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 key relationships.
- Extensive experience managing multiple projects simultaneously, often with competing priorities an exceptional attention to detail.
- Astute understanding of managing identified risks associated with presenting creative work.
- Proven high-level experience in managing positive internal and external relationships.
- Strong working knowledge of industry compliance requirements, including APRA AMCOS, ONE MUSIC, MEAA, LPA regulations, ensuring all projects adhere to relevant standards and obligations.
- Proven experience leading organisational system reviews and implementing improved workflows, with proficiency across platforms such as Airtable, ApprovalMax and 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.