

# RISING :

POSITION DESCRIPTION  
MARCH 2023

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ROLE :	CURATORIAL PRODUCER
TERM:	FULL TIME (OR .8 PART TIME), MAX TERM 30 JUL 2025
TEAM:	CREATIVE
REPORTING TO:	EXECUTIVE PRODUCER
SALARY RANGE:	\$95,000 (PRO RATA) + SUPERANNUATION

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## RISING

[RISING](#) is a festival that you do, in a city that does it best: music, food, art and culture under moonlight 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. 2023 brings a moment to reflect and reckon with Australian identity, here and now. A break from business as usual and a chance to rave and revel in the grand and the granular.

The festival will also be engaged to run additional projects and will provide the full support and resourcing of the organisation required to successfully deliver these projects. Dates for RISING 2023 are 07–18 June. View the 2022 RISING program [here](#).

## THE ROLE

This is a First Nations identifying role to build capacity and the First Nations team at RISING.

The position will work on the administrative delivery of existing projects for the 2023 Festival; and thereafter, the creative conception, development and delivery of projects for the 2024 and 2025 Festival.

RISING's Producers provide a vital function as the creative lead for our complex and immersive projects that are often cross-disciplinary, site-specific, and presented outside of a traditional context or venue. The Curatorial Producer is a direct link between the Artistic Director's creative vision, the artistic intent, the festival's ambition and the successful delivery of a RISING project.

The Curatorial Producer will work closely with the Artistic Associate, Executive Producer, Head of Creative Program and directly alongside a Project Manager, the delivery lead for their project/s, and Senior Producer to scope, budget, develop, manage, and deliver their project/s from conception through to delivery and bump out.

The Curatorial Producer is often the primary contact for any external artists or creative collaborators on their projects, ensuring that their needs and vision is always being realised as both the work and the project evolves and responds to site opportunities and limitations, while ensuring that the festival and the project's broader objectives are also being met. They will be able to intuitively support an artist through this making process while simultaneously balancing broader logistical, financial, practical and audience experience needs for the project as a whole.

When directed by the Executive Producer, the Curatorial Producer will lead the curation and creative evolution of projects, integrating the creative vision and artwork delivery with site design, audience experience and overall creative decision making for the project. They will need to collaborate effectively with the Delivery team (Production, Design, FOH and F&B), Operational Planning and Brand and Commercial teams (Marketing, Audience Engagement, Ticketing) to ensure that all elements are seamlessly realised.

The position will successfully develop and manage an extensive range of external relationships, both international, interstate and locally, including arts companies and artists, program partners, peer festivals and venues, government agencies and other key stakeholders.

The successful applicant will receive:

- An annual wage \$95,000 plus superannuation
- One-on-one mentoring tailored to individual professional needs

## DAY-TO-DAY, YOU WILL :

- Plan, develop and coordinate agreed projects and events produced by the festival including completing necessary administrative and producing tasks to realise these projects

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- Work with Curators, Festival Producer and Senior Producer, Special Projects to manage the 2023 First People's program including supporting the Melbourne Art Trams program and the Shadow Spirit commission and exhibition.
- Produce the First Peoples artists/ community/ TO gatherings across the Festival and identify other First Nations engagement opportunities
- Work closely with artists and producers and ensure clear project communications
- Negotiate engagement details with artists, arts companies, producers, venues, relevant regulatory bodies, promoters and program partners as required
- Ensure artworks are handled, stored and returned with appropriate care and consideration
- Maintain relationships with community, First Nations organisations, arts organisations, key partners and stakeholders
- Maintain accurate contracting, project scheduling, fee payments and other project coordination processes
- Work with the Logistics and Artist Liaison teams to provide the artist requirements for the festival
- Work closely with RISING's delivery team to ensure cross organisational communication and system integration
- Represent the festival as required with external stakeholders and peers, linking them into the ongoing festival personnel and leadership team as appropriate
- Work closely with the Audience Engagement team to identify community participation and access and inclusion needs and provide any information, briefing and resources where required
- Complete post-event reports and acquittals as required
- Contribute to the delivery of RISING's FairPlay Equity Action Plan as appropriate for your role
- Perform related duties as assigned, within your scope of practice

## SKILLS YOU'LL NEED :

- Knowledge and understanding of Aboriginal communities and artists locally and nationally
- Proven experience of producing and curating and an agile, risk-taking approach to crafting unique cultural experiences in non-traditional venues, contexts, and environments
- Creative leadership – proven ability to made key creative decisions and offer creative leadership and vision in developing an artistic program or event
- Communication skills - Excellent verbal and written communication skills with demonstrated ability to develop and manage key relationships.
- Deadline management and planning- Experience in managing multiple projects, often with competing priorities.
- Budgeting- experience in budgeting and managing individual events
- Contracting- Experience negotiating and drafting contracts with artists and arts organisations
- Relationship/stakeholder management - Proven experience in managing internal and external relationships
- Teamwork/collaboration - Demonstrated ability to work effectively in a small team or as self-directed
- Arts Sector experience - A well-developed understanding of the local and international arts and entertainment marketplace
- Systems development/ process improvement - experience in project managing reviews of internal systems and implementing changes to those systems or internal processes

## LOCATION

Subject to State Government Covid-19 travel and working from home (WFH) restrictions, the position operates from the RISING office, Level 2, 377 Lonsdale Street, Melbourne. RISING supports flexible working arrangements for staff and a hybrid office/WFH model is currently in place.

## ACCESS

RISING is a festival aspiring to be a cultural leader in diversity and inclusion. We want our organisation and program to be a true reflection of our city representing people of diverse abilities, cultures and backgrounds. This role is a First Nations identifying role . Across all our employment opportunities we encourage applications from First Nations people, those who are culturally and linguistically diverse, and people who have a disability 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).