



Senior Producer (Curated Program)

Position Description

Position	Senior Producer (Curated Program)
Reporting to	Head of Programming / Deputy Creative Director
Position type	Full Time contract, immediate start until 31 October, 2025.
Salary	\$76,000 per annum pro rata + superannuation
Direct Reports	2
Financial Delegation	\$3,000
Location	Carlton (with some remote work / work from home as negotiated)
Date of Preparation	9 January 2025

Position Purpose

To manage a high-quality delivery of the 2025 Melbourne Fringe Curated Program, utilising outstanding producing and stakeholder engagement skills.

Role Summary

The Senior Producer (Curated Program) is an exciting opportunity to take ownership of the planning and delivery of this year's Curated Program. This is a short-term contract role, while the incumbent is on professional development leave.

You are a talented producer with a focus on producing live performance events and work in public space, and an interest in working on large-scale participatory and community-driven projects. You have spent years developing your program delivery skills as a producer, and consider yourself an expert at project management. You understand that one of the greatest talents a producer needs to possess is stakeholder management, and as such your negotiation and interpersonal skills are as strong as your budgeting and contract drafting skills. You are also aware that as the most senior producer on the team you will be required to think strategically about your projects and self-manage a complex workload rather than work under constant direction, and this is one of the things you're most looking forward to about this role.

About Melbourne Fringe

Melbourne Fringe democratises the arts. Our vision is cultural democracy – empowering anyone to realise their right to creative expression. We support the development and presentation of artworks by, with and for Melbourne's people, running the annual Melbourne Fringe Festival, the year-round venue Fringe Common Rooms at Trades Hall, and a range of arts sector leadership programs. We believe that access to the arts and creative expression are fundamental rights of our citizenship and vital to a creative, healthy, cohesive society.

Our Work Culture

Melbourne Fringe is a forward-thinking, creative and inclusive organisation. Our dreaming is out of the box, our work ethic is strong, and we don't let our limited resources stop us from making seemingly impossible things happen. We believe that great work is made by people who enjoy what they do. We are proud to have a diverse workplace that celebrates difference and encourages people to bring their whole selves to work with pride.

Fringe is a values-driven workplace characterised by big-picture thinking, optimism and playfulness. We have a reputation as a hard-working, caring, energetic, fast-paced workplace that values our people and their health and which brings them together socially for lunch, events and fun times.

You're the right fit for Melbourne Fringe if you are:

- Passionate about creativity and cultural equity
- Willing to support anyone to participate in the arts, regardless of their experience, age, gender, ability, sexuality, cultural background or artistic practice
- Excited by the challenge of making ambitious things happen on limited budgets
- Ready for personal and professional learning and continual improvement
- Into a collaborative and social work culture

Benefits of Working at Melbourne Fringe

Melbourne Fringe employees enjoy:

- A flexible work environment including regular work-from-home options (every Thursday, every second Wednesday, and at other times by negotiation)
- A glorious “no meetings” day every week
- Four Weeks' Accrued Annual Leave, with any unused leave paid out at the conclusion of your contract
- Best practice special leave entitlements including parental leave of up to 12 weeks' paid leave, and generous personal leave policies that cover physical and mental health, gender affirmation leave, cultural leave, menstrual and menopause leave and disability leave.
- An Employee Assistance Program counselling service
- A commitment to continuous learning, including sector-leading staff training and a personalised professional development plan which includes options for coaching, mentoring, networking, skills development and training. Staff also have the opportunity to participate in organisation-wide training and development sessions throughout the year.

Senior Producer (Curated Program)

Here's a list of things you'll be responsible for:

Producing

- Produce and deliver a selection of events in the Curated Program (where events have been identified as "Fringe Produced").
- Support the festival scaffolding of third-party partnered events in the Curated Program (where events have been identified as "Fringe Presented").
- Work collaboratively with Melbourne Fringe Production Managers, as well as external production staff and producers (where relevant) on the operations and logistics of all Curated Program events and activities.
- Maintain an up-to-date Risk Register for all events in the Curated Program, in consultation with the Melbourne Fringe Risk Consultant.
- Maintain well-kept budgets across multiple complex projects, ensuring expenses stay within their approved amounts.
- Support international artists in the Curated Program with planning their international tours (including travel, accommodation and immigration).

Stakeholder Management

- Proactively work with artists and venues in the Curated Program to ensure Fringe has the requisite information needed to keep on top of key dates and timelines.
- Ensure that contracts and partnership agreements for artists and venues are clear and timely, and that key milestones are clarified and regularly followed up.
- Be the key point of contact for several important partners (including Government partners, venues, funders and other arts organisations), ensuring deliverables and partner needs are met and reporting back to senior Fringe staff on key relationships.
- Provide key information for donors, funders and other key stakeholders as identified by the Development team.

Project Management

- Lead and maintain the project management processes for all events and activities within the Curated Program.
- Manage multiple concurrent timelines across a broad range of projects while keeping everything in-line with the organisation's timelines and key dates.
- Keep an up-to-date Roles & Responsibilities designation for each project.
- Manage the internal flow of project communications through a range of means (e.g. updates through Teams, email, Airtable and department WIPs) to ensure the relevant Fringe staff are across requisite details at appropriate times.

Strategic Leadership

- Take ownership of your workload with confidence, while actively engaging with senior staff for guidance and support when needed.
- Wherever relevant, ensure First Nations contributions are sought, consultation is engaged with, and protocols are followed.
- Ensure accessibility, inclusivity and cultural equity are centred in your key activities and decision-making processes.
- Effectively manage other Curated Program staff by creating clear work plans, providing day-to-day guidance, and ensuring their contributions support the successful delivery of your projects.
- Anticipate potential challenges before they arise, and develop and implement creative solutions independently, while also being aware of when it is more appropriate to seek support from senior staff.

General

- Actively contribute to upholding best practice cultural safety for all Melbourne Fringe staff, artists, volunteers, audiences and other stakeholders.
- Engage fully in the Melbourne Fringe Festival, which by the nature of the Festival may mean extended hours and expanded duties during the Festival period (followed by some well-earned days off in lieu).
- Attend where required festivals, events, shows, exhibitions, industry gatherings and philanthropic activities and events throughout the year.
- Undertake a personalised professional development program
- Other duties as agreed with the Head of Programming & Deputy Creative Director, acknowledging that jobs evolve to meet the changing needs of the arts environment, and this document is an overview and not intended to represent the role performed in perpetuity.
- The successful applicant will be required to undergo a Working with Children Check as a condition of employment with Melbourne Fringe. We will cover the cost of this check.

Here are the skills and attributes you need to bring*:

- Passion for the work of Melbourne Fringe
- Resilience and ability to work effectively under pressure
- Experience as the lead producer on complex creative projects, including drafting contracts and maintaining detailed line budgets, and a love of detailed project management.
- Excellent verbal and written communication, along with strong problem-solving skills and the ability to anticipate, negotiate and resolve issues before they arise.
- Meticulous attention to detail.
- Resilience and the ability to work under pressure.
- A sense of humour

** If you don't yet have all of the experience, know that Melbourne Fringe is a workplace that values ongoing skills development, mentoring and training.*

Our commitment to cultural equity

Melbourne Fringe has a deep commitment to cultural equity, and we strongly encourage applications from people who identify as First Nations, Deaf, disabled, people of colour, queer, transgender and gender-diverse people, as well as people with caring responsibilities. We celebrate people's differences.

We know sometimes people – especially those from more marginalised groups – might feel under-qualified for a job or like you might not belong. If that's you, we especially welcome you – Fringe is a place that supports and up-skills people as they're learning on the job.

If this application format isn't accessible for you, please get in touch with Danny Delahunty, Head of Programming by email: danny@melbournefringe.com.au, and let us know what alternative format would suit you best. Upon engagement, we can work with disabled staff to consider reasonable workplace adjustments to ensure access needs are met. If you have any questions about accessibility, please contact Carly Findlay, Access Advisor, on (03) 9660 9600 or carly@melbournefringe.com.au.

Please advise us of any pre-existing injuries or conditions that may arise that might inhibit you in the physical requirements of the position, or any other access needs that you might have.