

# RISING :

POSITION DESCRIPTION  
OCTOBER 2021

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ROLE :	CREATIVE PRODUCER
TEAM :	CREATIVE
REPORTING TO :	EXECUTIVE PRODUCER

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## RISING

[RISING](#) is a surge of art, music and ceremony in the heart of Melbourne. Taking the place of the Melbourne International Arts Festival and White Night Melbourne, RISING is a major cultural event for the Asia Pacific Region created by a diverse team of local, national, and international artists and curators. Interlocking circles of experience and connection will radiate through the night, as the city re-synchronises and is re-energised with public art, performance and music spanning the emerging and iconic, the epic and intimate.

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.

## THE ROLE

RISING's Creative 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 Creative Producer is the direct link between the Artistic Directors' creative vision, the artistic intent, the festival's ambition and the successful delivery of a RISING project.

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

Under the direction of the Artistic Directors and the Executive Producer, the Creative Producer will lead the creative evolution of a project, 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 Project Manager, Experience team (Design, FOH & F&B), Operational Planning and Delivery teams to ensure that all elements are seamlessly realised.

Other key relationships are with the Head of Creative Planning, Brand and Commercial and the festival's other departments as required, including Corporate Services and Development. The position must 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.

## DAY-TO-DAY, YOU WILL :

- Plan, develop and coordinate agreed projects and events produced by the festival
- Work closely with Executive Producer, Artistic Directors and Project Manager/s to develop and adapt the event design to incorporate all necessary creative, artistic, audience and practical considerations
- Under the direction of the Artistic Directors and Executive Producer, be responsible for projects' creative decision making
- Liaise closely with artists and producers to develop their work in response to the specific needs and parameters of the venue and in relation to where the work sits within the broader context of the venue program
- In consultation with a Project Manager, develop a project plan and timeline, identifying who is responsible for what tasks, and ensuring that timeline tasks are being met on schedule
- Work closely with the Community Engagement team to identify community participation needs and provide any information, briefing and resources where required
- Negotiate engagement details with artists, arts companies, producers, venues, relevant regulatory bodies, promoters and program partners as required; and draft, negotiate and finalise contractual agreements
- In collaboration with Brand and Commercial and relevant artists, provide all required marketing materials to promote the project
- Maintain an open and collaborative relationship with the content team in the Brand and Commercial department, keeping

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them abreast of project development and direction as it evolves and working together to identify creative content and promotional opportunities that best align with an artist's practice, ensuring this process of deeper artist engagement is productive for all involved

- Lead the internal communication and collaboration on agreed festival projects with key members of the Finance, Brand and Commercial and Development departments
- Manage individual program budgets with the Project Manager
- Liaise with the Finance team regarding royalties, foreign currency purchases and program budget expenditure
- Work with the Logistics and Artist Liaison teams to provide the artist requirements for the festival
- Alongside the Project Manager, work with the production and technical project team to ensure all technical, site and production needs of the artists and the venue are being met
- Work with Head of Experience and their relevant project team members to ensure that all developed design, FOH and F&B elements respond to the needs of the artists, the work and the audience experience
- Alongside the Project Manager, work with Head of Delivery Planning to ensure all project risk management and operational planning requirements do not compromise the artistic outcome, and that creative solutions are always being sought
- Provide direction to the project team as required
- If required, recruit and manage an Associate Producer or Program Assistant
- Maintain and keep up to date the program database and associated central records, under the direction of the Head of Creative Planning and their administrators
- Ensure collaborative and amicable relationships with internal stakeholders including management, peers and staff
- Represent the festival as required with external stakeholders and peers, linking them into the ongoing festival personnel and leadership team as appropriate
- 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 :

- Proven experience of creative producing and an agile, risk-taking approach to crafting unique cultural experiences in non-traditional venues, contexts, and environments
- Proven ability to make key creative decisions and offer creative leadership and vision in developing an artistic program or event
- Excellent verbal and written communication skills with demonstrated ability to develop and manage key relationships
- Experience in managing multiple projects, often with competing priorities and deadlines
- Budgeting: Experience in budgeting and managing individual events
- Contracting: Experience negotiating and drafting contracts with artists and arts organisations
- Proven experience in managing internal and external relationships
- Demonstrated ability to work effectively in a small team or as self-directed
- A well-developed understanding of the local and international arts and entertainment marketplace
- 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. 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).