

# RISING :

POSITION DESCRIPTION  
OCTOBER 2021

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ROLE :	PROJECT MANAGER
TEAM :	STAKEHOLDERS AND DELIVERY
REPORTING TO :	PROJECTS DIRECTOR

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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

The Project Manager plays a critical role in the delivery of RISING's most complex and ambitious events. Reporting to the Project Directors and working alongside a Creative Producer, the Project Manager will devise, manage, and oversee the timeline, budget, technical and operational delivery of a major project or program of events.

You will oversee a project team that could include a production/technical manager, site crew and any other personnel you identify are required to realise the specific needs of your project. Additional team members from supporting departments may be within the team to support delivery. As the leader of that project team, you will embody a culture that thrives on lateral thinking, creative, unexpected solutions and a dynamic and innovative project management, production and technical approach, enabling the festival to achieve what others might have thought impossible.

You will play an essential role in overseeing the process from conception to delivery, working with the Creative Producer to scope, design and evolve the event in response to a creative brief from the Artistic Directors, making recommendations for how best to solve creative problems and ensure that realising ambitious artwork and an exceptional audience experience is always the number one goal. Simultaneously you will bring exceptional stakeholder management, production and operational knowledge and excellent events brains to ensure that your team is fully briefed and support to realise an event that is delivered safely on budget and to an exceptionally high standard.

The festival will be engaged to run multiple, diverse projects and you will be a key contributor to the scoping, budgeting and delivery of these projects. You will contribute to the ongoing discussions around the development of the operational and production resources required for festival delivery.

You will manage key stakeholder relationships within projects and represent the festival within those relationships. Your role requires close cooperation with Co-Artistic Directors, Project Director, Deputy Executive Director, Executive Producer, Creative, Stakeholders and Delivery teams and artists.

## DAY-TO-DAY, YOU WILL :

### PROJECT MANAGEMENT

- Work closely with Projects Director, Creative Producers and department HOD's to ensure that all creative, artistic and audience considerations and requirements are being incorporated into project planning, decision-making and delivery
- Oversee all delivery elements associated with your project, including input into recruitment of production, technical and operations project team members who are the points of contact between artist, suppliers, venues and the festival
- Work with the Delivery planning teams to plan, scope and manage technical and associated logistical requirements for commissioned works
- Work with the Head of Experience to ensure that all design, F&B and FOH elements as well as audience experience of your projects are being considered and accounted for at all levels of planning
- Oversee and manage the requirements of artists and/or artist management to ensure their production requirements are met
- Create and implement production schedule for events ensuring relation to full organisational requirements and co-ordination of daily run sheets
- Work with Head of Delivery Planning to identify operational requirements and implementation of a site plan
- Work with the Delivery Planning team for the scoping of requirements and management of suppliers for operational public

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safety management, including Warden, Risk, Guest Services and Security infrastructure

- Oversee and manage Production site visits for Venues, Suppliers and Staff to determine detailed feasibility of individual projects
- Work with the Head of Technical Services on the compilation and distribution of CAD documentation
- Build and manage key external stakeholder relationships within projects, ensuring that the strong communication and consultation will maximise a positive outcome for RISING
- Coordinate and chair project meetings and planning sessions, including with suppliers and stakeholders

### RISK MANAGEMENT

- Work collaboratively with the Head of Delivery Planning, Head of Technical Services and the Risk Consultant in the development and distribution of OHS & Risk documentation as required by the events
- Ensure all Health and Safety procedures are followed and ensuring compliance with the risk assessment and associated procedures across the event
- With the Delivery Planning team, implement and manage warden structure and staffing as required in Risk Management plan
- Arrange and conduct staff briefings for technical crew, guest services and suppliers
- Work with the Head of Technical Services to compile and manage the weather management plan with respect to outdoor technical installations

### BUDGETING AND PROCUREMENT

- Responsible for the management of the overall project budget/s as required including scoping, seeking quotes, negotiating, and inputting and adjusting budget lines as needed.
- Ensure that all other team members contributing to the budget are meeting expectations and approved budget line amounts.
- Ensure any changes or problems that have budgetary impact are relayed promptly (and with recommendations) for approval and authorisation

### GENERAL

- Ensure collaborative and amicable relationships with internal stakeholders including peers, staff and creative partners
- Build and maintain solid, effective, and mutually beneficial working relationships with festival authorities, venues, suppliers, and participants
- Drive a decision-making culture to ensure meeting of timelines and budget management and efficiencies
- Be a point of contact for all enquiries and questions on all managed projects
- Comply and respond to all festival procedural, administrative, and operational guidelines and instructions
- Contribute to the delivery of RISING's FairPlay Equity Action Plan as appropriate for your role
- Ongoing development of Monday.com as a planning tool and other data systems and documentation used in implementing the festival
- Ensure all relationships within the project are cooperative, supportive, enthusiastic, team-orientated and effective
- Develop and maintain effective processes for the hard copy and/or electronic documentation of all technical information
- At the conclusion of the event provide a written report on the role undertaken with any recommendations for future events
- Ensure that all work carried out is undertaken in a safe and professional manner. At all times complying with the OH&S regulations and guidelines and festival procedures
- Perform related duties as assigned, within your scope of practice

### 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).