

Melbourne Writers Festival

Position title:	Producer
Reports to:	Artistic Director
Key internal relationships:	Production Manager, Program Manager
Term:	March (negotiable)–September 2018, part-time, flexible With option for renewal
Work type:	Contract fee, against deliverables
Fee:	\$9,000–\$11,000 contract fee, negotiable (pro rata of \$50,000–\$62,000 FTE remuneration package)

Melbourne Writers Festival (MWF) is an internationally acclaimed annual festival that celebrates the literary arts. The program features around 300 individual events over 10 days, with the participation of over 250 artists. It is delivered from venues in and around Fed Square and Melbourne's CBD.

Under the creative leadership of Artistic Director Marieke Hardy, MWF will design and deliver festival programs that inspire, challenge and delight audiences and artists. MWF seeks a Producer, who will work with Hardy and with participating artists in a curatorial and delivery role.

This is a new role. A roster will be developed agreed with the post-holder, based on evolving program needs. The role is expected to require approx. 45–50 days total over the term, weighted towards May–August. The Producer will work from the MWF office although some work can be conducted remotely.

In 2018, the festival is on from 24 August to 2 September. Full availability is required on these dates.

Role purpose

The **Producer** will work closely with the Artistic Director to develop performances in line with MWF's artistic vision. They will then help bring individual events to life, working with the Production Manager to finalise staging and production needs.

Whilst the Producer will work across the festival program, they will focus on those showcase events that are more complex than most events in the general program: the events will have different staging needs, or involve a greater number of artists and performers.

Key responsibilities

- Nurture the creative relationships and opportunities that support the delivery of the artistic program to audiences
- Work with artists to develop performances in line with the artistic vision
- Advise and support artists and performers in showcase events, to finalise the format, production, staging and technical needs of their events, with due consideration to budget and available resourcing
- Research and obtain (if required) necessary permits for live performance

- Work with the Production Manager to steer and resolve program and production needs across all events in the lead up to and during the Festival
- Create detailed cover sheets and running sheets for all showcase events
- Act as Stage Manager where required; direct and support casual crew, front-of-house staff, event assistants
- On the ground, be a 2iC to the Production Manager. Work closely with venue teams, technical crew, operations staff and external suppliers to troubleshoot technical and equipment needs
- With the Program Manager and Production Manager, contribute to timely and accurate schedule and budget tracking information
- Observe relevant milestones
- Contribute fully to wrap-up, including artistic reporting
- Other duties as directed by the Artistic Director and the Program Manager

Selection Criteria

This is an opportunity for a dynamic, flexible and creative theatre or performing arts producer to join a busy festival team, to deliver key creative initiatives. The successful candidate will be able to demonstrate:

- Experience curating or programming creative projects, preferably performing arts events
- Demonstrated ability to work with and support artists, with humour, discretion and patience
- Strong logistical planning and problem-solving skills (technical production skill will be a benefit)
- Experience in budget preparation, resourcing and monitoring
- A strong work ethic, able to work flexibly and with a high level of autonomy, self-motivation and initiative

How to apply

Applications close at 9am AEDT on Monday 5 February 2018.

Please provide the following in a single Word or PDF document with the document title “your surname, your first name, Producer”:

- Cover letter
- A statement addressing each of the five key selection criteria (maximum three A4 pages)
- Curriculum Vitae

Please send your application to shona@mwf.com.au with subject header “Producer application <your name>”.

More information

Melbourne Writers Festival is an equal opportunity employer.

Melbourne Writers Festival attracts the world's best writers and thinkers, to create stimulating, meaningful moments that inspire a lasting passion for reading and ideas.

The MWF office is located in The Wheeler Centre in the State Library of Victoria. The Festival Board oversees the governance and strategic direction of the Festival.

The Festival is a not-for-profit organisation funded by box office and other earned income; state, local, federal and international government funding; sponsorship, donations and fundraising.

MWF's strategic goals are:

- *Excellence in Programming:* MWF delivers a world-class writers festival with exciting, dynamic events that inspire and challenge audiences and artists alike.
- *Integrating Inclusivity:* MWF ensures that all Victorians feel welcome to participate fully in the Festival by being socially and culturally inclusive.
- *Maximising Impact:* MWF sets the national agenda for the discussion of writing and ideas, encouraging all Victorians to read and engage culturally.
- *Earning Our Way:* MWF is financially sustainable, maintaining a balanced portfolio of income streams.

More information about MWF can be found at mwf.com.au