



JOB SPECIFICATION

POSITION:	PRODUCTION MANAGER
REPORTS TO:	CHIEF EXECUTIVE
DIRECT REPORTS:	EVENT PRODUCTION CREW, RISK MANAGEMENT CONSULTANT(S), PRODUCTION ASSISTANT'S (interns or secondments) & VOLUNTEERS WHERE APPLICABLE
LOCATION :	MIDSUMMA FESTIVAL OFFICE (Currently Ground Level, 77 Southbank Boulevard, Southbank Victoria), and event locations for events as required by the festival. Some work may be undertaken remotely during the non-delivery period to provide flexibility within the role.
POSITION TYPE :	FIXED FULL TIME TERM CONTRACT. Some flexibility exists for the right applicant. – Start date anticipated early to mid-May depending on successful applicants' availability - Initial contract approx. 10 months but opportunity may exist to be extended throughout 2021 up to and including the 2022 Midsumma Festival in Jan/Feb 2022 if mutually agreed.
LAST UPDATED:	Feb 2020

Midsumma Festival is one of Australia's premier LGBTQIA+ arts and cultural festivals, for and by communities who live with shared experiences around diverse gender and sexuality.

Midsumma Festival works year-round to provide artists with support, and development to create, present and promote their work with its primary activity an annual multi arts festival presented over three weeks (approx. 22 days) from mid-January to February each year.

Midsumma Festival brings a diverse mix of artists, performers, venues and audiences together under a single umbrella for a celebration and innovative presentation of queer arts and culture. The diverse festival program is made up of a wide range of events and activities including visual art, digital arts, theatre, spoken word, cabaret/variety, film, live music, parties, sport, social events and talks/public forums. Our summer festival features approximately 190 events overall with involvement in up to 100 different venues across Melbourne and wider Victoria. The clear majority of these events are umbrella events under an open access platform (independently produced and presented) with

Midsumma developing and fully producing or co-producing a selection of key and major events ourselves. The Production Manager role oversees production requirements for the *Midsumma Presents* program. Midsumma Festival 2020 Dates – Sunday 17 January to Sunday 7 February Midsumma also produces a biannual Midwinta Gala (one night event) with the next one being held August 2020.

Job Summary

This role is the crucial position in terms of managing logistical / operational event planning for the festival, working closely with the program manager and relevant venues, councils and other stake holders. The Production Manager will scope potential events being developed and presented or co-presented by Midsumma Festival itself (as opposed to the broader umbrella events in the wider open access program) and manage the delivery of logistics, schedules, and production delivery requirements for these. The position is responsible for all permit and licenses requirements including extensive event planning approval documents for local councils, Police etc. required for Midsumma self-presented events to proceed. The position also is responsible for overseeing all risk management requirements with external assistance from a professional risk management specialist. The role also has input into general operational requirements of the festival so as to improve systems and processes as part of a continual process of improvement for the Festival in all its operational areas. The position is a hands-on delivery role and is currently involved in the day to day delivery and set up / bump out of events as well as pre planning / scheduling.

Midsumma Festival dates for 2021 - Sunday January 14th to Sunday February 7th

The role requires an outgoing, enthusiastic and highly organised person to undertake the planning, coordination and delivery of a range of activities and events for Midsumma within its primary activity, the annual Midsumma Festival undertaken in January/February.

The position will work closely on a daily basis with the Chief Executive and the Festival's Program Manager as well as with the Finance / Administration Manager and external Risk Management consultant (s).

Key accountabilities are scoping and managing event delivery requirements, including line management for risk assessment / management consultants, developing and managing budgets so as to maximize benefits and resources for the festival; dealing with potential suppliers and a wide range of key stakeholders, as well as developing and delivering all event delivery plans, and ensuring that event requirements such as permits, risk assessments, schedules and crewing requirements are completed in a timely fashion.

The role will identify and recruit crew requirements within budget parameters and also work with interns and industry secondments, and where appropriate work with the festivals volunteer coordinator to maximise delivery suitable resources available for all events.

The role will be the key delivery point for events such including (but not limited to) :

Midwinta Gala – August 2020

Program Launch, Mid November 2020

Midsumma Carnival – January 14 2021

Midsumma Pride March – February 2021

Midsumma *signature project* (mini festival within a festival) performance and visual arts events – dates TBC

Visual Arts exhibitions including the Midsumma and Australia Post Art Prize throughout the festival dates.

Midsumma Presents events – a range of events mostly within established performance venues, throughout the festival dates (up to 30 events per year if varying requirements).

The role may provide some limited level of limited technical advice to external event producers working on umbrella events within the broader festival program to assist maximum community and artist engagement, but this would be a minor aspect to the role.

The role works across a broad range of disciplines including but not limited to:

- Production and event logistics
- Legislative, permit and governance event requirements including extensive event plans and traffic management plans/delivery (utilising expert external consultants for delivery)
- Coordination of Risk Assessment requirements
- Customer service
- Stakeholder management including scoping of community and sponsor activations at major outdoor event.
- Safety and site management
- Artist engagement
- Liaison with food and alcohol suppliers
- Diverse cultures and community engagement

Key working relationships

The position is a crucial member of the Midsumma Festival delivery team.

On a day to day basis the position will work most closely with the Midsumma Festivals Program Manager, and Chief Executive but will also work closely with the Festivals delivery team - Finance Officer, Marketing Manager, Volunteers Coordinator, Ticketing coordinator, interns and volunteers.

The role involves developing and maintaining positive relationships with a wide range of key Festival stakeholders including audiences, local artists and arts companies, venues, presenting partners, local councils, stallholders, community representatives and supporters across all Festival activity.

Key functions of the role

- Book and liaise with venues, site owners and associated stakeholders.
- Obtain quotes, engineer reports and research options and secure production, suppliers and infrastructure requirements for events being produced by Midsumma.
- Liaise with relevant authorities including emergency services, traffic management and hostile vehicle barrier companies, Public Transport authorities, City Councils and Victorian Police as may be needed to deliver event requirements and develop internal stakeholder management plans to maximise positive engagement from such entities.
- Liaise with and manage relationship with external Risk Management consultant(s) regarding event needs, documentation and response needs to adequately. Mitigate identified risks for Midsumma presented and co-presented events where applicable.

- Ensure necessary approvals and licenses are obtained for events with a particular focus on Carnival (City of Melbourne) and Pride March (City of Port Phillip & Vic Police). These may include Event Plans, POPE, Site Plans, Pedestrian Management plans (Pride March), Risk assessments, Bar Management Plans, Safety and Evacuation Plans, Liquor License (s), permits applications, event schedules, signage plans and Traffic Management plans
- Develop and manage production budget so as to maximize benefits and resources for the festival, ensuring that invoices are processed as per the festivals financial requirements.
- Develop and production manage Midsumma presented /produced events, working closely with the Program Manager, including where appropriate liaison of venues and liaison with artist's/arts company (including Visual Arts exhibitions). Engage and liaise with event Stage Managers and or site managers as required.
- In close consultation with CEO and Manager of Marketing, liaise with sponsors regarding requirements for sponsor activations for *Carnival* and ensure these can be delivered in an effective and timely manner.
- Liaise with Stalls coordinator of stalls for *Carnival* and ensure all requirements are scoped and can be delivered in an effective and timely manner within an effective site and delivery plan.
- Liaise with Volunteers Coordinator on volunteer opportunities for the festival where applicable.
- Appoint, schedule and manage staff and crew, including volunteers or interns where appropriate, for event requirements within budget parameters.
- Liaise with sponsors, suppliers, bar staff regarding requirements for bars, stalls, food areas etc.
- Ensure WHS requirements are implemented to provide a safe working environment for general public, artists, employees, suppliers and contractors.
- Develop site specific emergency procedures in consultation with the Chief Executive and where appropriate external risk management consultants. Coordinate all requirements including crewing for development and implementation of suitable Event Operations Centre's (EOC's) for the festivals two largest events (Carnival and Pride March)
- Liaise with stakeholders to ensure event production requirements are known, and appropriate schedules for all requirements are developed and communicated to all involved.
- Attend operations meetings with other festival staff to ensure regular communication of event progression and to maximise key deliverables are achieved across office staff in a cohesive and effective manner.
- Attend and coordinate operations meetings with key stakeholders including City of Port Phillip, Traffic Management representatives and local Police in the planning period for Midsumma Pride march.
- Undertake tasks required for the smooth and efficient running of a busy creative office environment and recommend and where appropriate implement improvements to systems and processes.

Other Duties

- Develop and ensure continuation of positive relationships with stakeholders of the festival across all sectors and assist in the activation of these as proactive advocates for the Festival in an ongoing way.
- Scope and cost out potential future events or venues as agreed and participate as an active member of the team in suggesting and exploring options for future festival development.
- Keep abreast of current industry trends and issues relating to the festival.
- Participate as a member of the festival team with regards to broader whole of organisational needs and priorities.

Key accountabilities

- Ensure that all relevant production financial and administrative elements are managed within agreed Midsumma Festival policies and procedures and comply with the Festival's delegations and purchasing policies.
- Ensure all documentation and plans required for approvals for large scale events are completed as per council or other relevant authorities' requirements and submitted in a timely fashion; and that event operation delivery is in line with agreed and approved plans.
- Ensure a process of evaluation, assessment and learning to ensure continual improvement processes are in place that supports the Midsumma Festival organisational culture as a positive proactive learning organisation.
- Work closely with all Festival staff members to find ways to identify and maximise cohesive opportunities for all elements of the Midsumma Festival Program in a holistic way.
- Be familiar with and adhere to all Midsumma Festival policies and procedures including WHS requirements and advise on further development of these to align with usual industry practice.
- Attend and participate in regular staff meetings and other meetings as required.
- Actively engage with diverse cultures and communities and assist the Midsumma Festival to maintain and further develop a national leadership position regarding broad arts access and inclusion.
- Utilise all available resources in the most effective and efficient manner possible.

PERSON SPECIFICATION

Key required competencies

- Demonstrated relevant previous professional experience in production of festivals or creative

multifaceted events.

- Excellent demonstrated communication skills (written and verbal)
- Demonstrated attention to detail, commitment to accuracy, and ability to manage multiple tasks within agreed deadlines.
- Ability to think laterally and a collaborative, constructive, flexible and creative approach to solving problems.
- Demonstrated commitment to information sharing.
- Proven proficiency in assessing and delivering event and technical / logistical requirements.
- Proven ability to work positively as part of a team environment and to actively participate in maintain and developing a positive organisational culture as part of a small hardworking team.
- Negotiation skills and the ability to deal with situations in positive constructive ways.
- Demonstrated respect and empathy for members of diverse communities, the arts, and in particular members of LGBTQIA+ / DGS communities.
- A collaborative and flexible working style and commitment to broad organisational values and objectives.
- Due to the practical requirements of festival delivery the role does require an active person who can meet the physical requirements of the position.

Midsumma is an equal Opportunity Employer who values diversity in the workplace. As such we encourage and support applications from people from diverse backgrounds.

Organisational Values

We are a **champion** of LGBTIQ cultures, conversations and events. We promote, develop and celebrate LGBTIQ+ **arts and culture**. We are **the intersection between** people, ideas, stories and experiences - a focal point for connections and **belonging**. We **strengthen cultural voices** of our communities and broaden the language of our allies. We **create** inclusive **safe** cultural and social **spaces**. Platforms for shared experience in a world which often under represents us. We value diversity and we embrace difference. We **increase visibility**, and **amplify voices** that might otherwise not be seen or heard.

OH&S Statement

Midsumma Festival is committed to providing and maintaining a safe and healthy working environment for all staff, volunteers, contractors and visitors. This commitment is in accordance with the organisations values and the requirements of the various occupational health and safety Acts, associated regulations and codes of practice.

Employment Conditions:	<ul style="list-style-type: none"> • A flexible fixed term contract. Exact contract term TBC with suitable applicant however likely to be somewhere between May 2020 through to late February 2021 with potential extension throughout 2021 through to 2022 festival if mutually agreed. • The role is a full-time role but some flexibility early in the contract may be arranged i.e. some flexibility around start date and other work in early months of role may be possible. • Remuneration for this position sits within an assessed salary band of between \$75k and \$85k p.a. plus superannuation, exact level to be negotiated dependent upon the experience and abilities of the candidate • Superannuation will be paid at 9.5%. • Due to the nature of festivals, working hours outside of core business operating times (evenings and weekends) will be required during the core festival delivery period and for limited lead up events and functions. • The position will receive the pro rata equivalent of four weeks' annual leave and sick / personal leave pro rata, calculated upon 10 days' sick leave per year for a full-time position. • The salary takes into account additional working hours during festival delivery period and no overtime or penalties shall be payable. Time off in lieu may be negotiated at the discretion of the Chief Executive. • Midsumma offers a positive and stimulating working environment populated with passionate artists and producers, and hands-on exposure to many elements of the producing side of a major iconic arts and cultural festival.
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All applications must address the requirements of the job description. For any further information on the role or organisation please contact applications@midsumma.org.au

Applications close **5pm Friday 17th April** and should be sent to applications@midsumma.org.au