JOB SPECIFICATION:	**PRODUCTION MANAGER (ACTING)**
REPORTS TO:	**CHIEF EXECUTIVE & CREATIVE DIRECTOR**
LOCATION:	**MIDSUMMA FESTIVAL OFFICE (Level 6, 168 Lonsdale Street, Melbourne), and event locations as required by the festival.**
POSITION TYPE:	**SHORT-TERM CONTRACT –** approximately late November or early December 2026 to the end of February 2027. Ideally, Midsumma is seeking a full-time appointment, however, flexibility around working hours and start and finish dates may be available. There may be an opportunity to apply for an ongoing position following this contract period.
REMUNERATION:	$90,000–$110,000 per annum + superannuation (negotiable, depending on experience and availability). Remuneration will be pro-rated for the contract period.
DIRECT REPORTS:	Production Coordinator, Production Assistants, Stalls & Trader Coordinator, event staff and seasonal production personnel.

About Midsumma

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

Midsumma Festival works year-round to support artists to develop, create, present and promote their work, with its primary activity being an annual multi-arts festival presented over approximately three weeks (22 days).

The upcoming festival will run from **Sunday 17 January – Sunday 7 February 2027.**

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 festival program encompasses a wide range of events and activities, including visual art, digital arts, theatre, spoken word, cabaret and variety, film, live music, parties, sport, social events and talks and public forums.

Role summary

The Production Manager (Acting) is a seasonal leadership role responsible for the on-the-ground production and operational delivery of Midsumma's two major public events, **Midsumma Carnival and Midsumma Pride March**, while providing production and operational support to the team delivering **Victoria's Pride Street Party**.

The role translates approved event plans, permits, schedules and budgets into safe, well-managed and successfully delivered events, overseeing everything from the December production build-up through to event delivery, bump-out and post-event wrap-up in February.

The position is available to support the transition of Midsumma’s current Head of Production and Operations to a new role. Significant advance planning has already been undertaken, with event plans and permit applications completed or underway.

This is a hands-on leadership role suited to an experienced production professional who can confidently step into an established event delivery framework, lead production crews, manage suppliers and stakeholders, oversee site operations and actively participate in bump-in and bump-out.

Strong working relationships with Victoria Police, local councils, emergency services, venue and site managers and community stakeholders will be central to the role.

About you

You are an experienced event production professional who thrives in fast-paced environments and is comfortable taking ownership of complex operational delivery.

You bring strong practical production knowledge, sound judgement and the ability to make decisions under pressure. You are equally comfortable managing detailed production schedules, negotiating with suppliers, leading crews on-site and responding calmly when things don't go to plan.

You are collaborative, solutions-focused and confident working with a diverse range of people, with a genuine appreciation for the communities Midsumma represents.

Events in scope

- **Midsumma Carnival:** Full production and operational delivery.
- **Midsumma Pride March:** Full production and operational delivery, including participant, volunteer and marshal briefings.
- **Midsumma Festival:** Provision of limited production advice and support for smaller Midsumma events.
- **Victoria's Pride Street Party:** Operational and production support to the Victoria's Pride Production Manager and team as required.

Key responsibilities

Event delivery and site operations

- Deliver Midsumma Carnival and Midsumma Pride March to approved plans, schedules and budgets, managing large-scale public events with crowds of up to 120,000.
- Take a hands-on approach during bump-in, event day and bump-out, overseeing day-to-day site operations.
- Review, develop and finalise site layouts and run sheets covering crowd flow, road closures, stages, bars, installations and activation areas.
- Provide production and operational support to Victoria's Pride Street Party as directed.
- Establish and manage the Event Operations Centre (EOC) on event days.
- Coordinate operational delivery across event sites, ensuring clear communication and effective escalation of issues.
- Identify and resolve operational challenges as they arise, making timely and considered decisions to maintain safe and effective event delivery.

Permits, approvals and compliance

- Manage and oversee compliance with all event approvals, including Major Event Permit conditions, POPE permits, liquor licensing, traffic management plans and council and Police requirements.
- Coordinate any outstanding approvals, amendments or additional requirements with councils and relevant authorities, with support from external traffic management consultants.
- Ensure event operations consistently align with approved plans, permits, conditions and regulatory requirements.
- Maintain effective communication with relevant authorities and ensure any changes to approved operational arrangements are appropriately managed.

Suppliers, logistics and scheduling

- Manage contracts, scheduling and delivery for technical, production and operational suppliers within agreed timelines and budgets.
- Produce and maintain detailed production schedules, site plans and logistics documentation for all parties involved.
- Coordinate bump-in and bump-out schedules, supplier access, equipment movements and site logistics.
- Liaise with food, alcohol and other on-site suppliers to ensure operational requirements are met.
- Monitor supplier performance and proactively address delivery issues or scheduling conflicts.

Partners and stakeholders

- Manage the on-site delivery of partner and sponsor activations, community stallholders and event activations.
- Build and maintain positive working relationships with Victoria Police, local councils, emergency services, venues, artists, community representatives and supporters.
- Coordinate operational requirements across internal teams, external stakeholders and event delivery partners.
- Ensure partner and community activations are delivered in accordance with agreed site plans, safety requirements and contractual obligations.

Team and volunteers

- Continue to recruit, brief and lead seasonal production personnel within budget.
- Provide direct supervision and support to the Production Coordinator, Production Assistants, Stalls & Trader Coordinator and other relevant production staff.
- Coordinate and oversee casual event delivery crews, ensuring roles, responsibilities and reporting lines are clearly established.
- Work closely with the Volunteer Coordinator to ensure volunteer and marshal numbers, allocations and briefings meet event requirements.
- Deliver clear pre-event briefings and provide practical leadership and support to teams throughout event delivery.
- Foster a positive, safe, collaborative and inclusive team culture.

Risk, safety and wellbeing

- Work with external risk management consultants to implement event risk assessments, safety plans and emergency procedures.
- Oversee the implementation of event emergency management procedures, incident reporting and escalation protocols, ensuring clear lines of communication across event teams.
- Deliver pre-event briefings, including Site Manager, Stage Manager, Area Warden, volunteer and Pride March participant briefings.
- Ensure event teams understand their safety responsibilities, emergency procedures and escalation processes.
- Monitor site operations and proactively identify and address potential safety risks.
- Comply with Midsumma's Work Health and Safety (WHS) policies and procedures.

Budget and reporting

- Manage event delivery budgets, purchasing and expenditure within Midsumma's delegations and policies.
- Provide accurate budget forecasts, expenditure updates and financial reporting to the CEO and Finance/Administration Manager.
- Monitor supplier costs and identify opportunities to manage expenditure within approved budgets.
- Contribute to post-event evaluation, debrief notes and handover documentation to support continuous improvement and future event planning.

Key working relationships

The role works most closely with the Chief Executive Officer & Creative Director, Head of Marketing, Communications & Fundraising – Deputy CEO, Head of Programming, Victoria's Pride Production Manager, Finance/Administration Manager, Volunteer Coordinator and Ticketing Coordinator.

The role will also work closely with external production suppliers, traffic management consultants, risk management consultants, local councils, Victoria Police, emergency services, venue representatives, artists, community stakeholders, interns and volunteers.

Key selection criteria

Applicants should demonstrate the following skills, experience and capabilities:

- Demonstrated significant experience producing or delivering festivals or large-scale, multi-faceted public events.
- Demonstrated ability to quickly assess existing production plans, identify operational priorities and take ownership of complex event delivery within established timelines.
- Experience with, or strong knowledge of, major event permits, liquor licensing, road closures and traffic management.
- Proven ability to manage event budgets, suppliers and contractors, with strong financial and commercial awareness.
- Experience leading production crews and working positively with volunteers and stakeholders in high-pressure environments.
- Demonstrated ability to make sound decisions, solve problems and remain calm under pressure.
- Demonstrated attention to detail and the ability to manage multiple competing priorities and deliverables to deadline.
- Excellent written and verbal communication, interpersonal and negotiation skills.
- Demonstrated understanding of and commitment to LGBTQIA+ communities, with an ability to work respectfully and collaboratively across diverse communities and stakeholders.
- A collaborative, flexible and solutions-focused approach, with the ability to work independently and take initiative.

Practical requirements

- This is an active, on-site role involving regular movement around event sites, including during bump-in and bump-out. Reasonable adjustments can be discussed to support the successful candidate to undertake the inherent requirements of the position.
- Evening and weekend work is required, particularly throughout January and early February.
- A current driver's licence is essential.
- Flexibility to work across multiple event locations and respond to changing operational requirements is essential.

How to apply

Applications should address the key selection criteria above in a brief cover letter and include a current CV.

Please submit applications via email to **karen@midsumma.org.au** by **5pm Tuesday 17 November 2026**.

Midsumma Festival is committed to creating a safe, inclusive and accessible workplace. We welcome applications from people of all backgrounds, particularly LGBTQIA+ people and people from communities underrepresented in the arts and cultural sector.