

Midsumma Festival

Position Description – Public Program Producer for project “Queer Photo Exhibition”

Updated – May 2023

POSITION:	PUBLIC PROGRAM PRODUCER – QUEER PHOTO EXHIBITION
REPORTS TO:	PROGRAM MANAGER
LOCATION:	MIDSUMMA FESTIVAL OFFICE. (Level 2, 158 City Rd, Southbank Victoria), and event locations for events as required by the festival.
POSITION TYPE:	FIXED TERM PROJECT BASED CONTRACT: Remuneration equivalent to \$68,000 p.a plus 11% superannuation - pro rata. (Approximately 785 hours between 14 Aug 2023 and April 7 2024.
APPLICATIONS PERIOD	Applications close 5 June 2023

Job Summary:

The purpose of this role is to develop, produce and deliver in conjunction with the Project curators and partners, the public program of events that will support and surround the photo exhibition. The public program of events will include artist talks, Q&A’s, tours, workshops, receptions and presentations, amongst other activities. The Public Program Producer will develop the program in conjunction with the curators, artists and venue partners and will look for opportunities to promote and enhance the overall program through meaningful engagement across the festivals.

Commitment:

785 hours between August 2023 and April 2024. The following is indicative of the number of days required per week to successfully plan and deliver the series of public program activations

August

Commence on 14 August and working 2.5 days per week

December

3.5 days per week

September

2.5 days per week

January

3.5 to 4 days per week

October

3 days per week

February

3.5 to 4 days per week

November

3 days per week

March

2 – 2.5 days per week & 2 days in the week commencing 1 April.



Key Functions of the Role:

- Work with the Queer Photo curatorial team and associated staff, the artists and venue/organisational partners to successfully deliver the public program of events across Queer Photo
- Work with the broader Midsumma Team to align plans for public programming with broader Midsumma objectives and activities across the 2024 Midsumma festival program
- Work with venue partners and other organisational partners that feed into and help deliver the public program of events
- Work with the Queer Photo curatorial team to understand the artists availability and identify opportunities to maximise artists engagement with venues and communities throughout the program
- Work with the Queer Photo curatorial team to establish a series of public programs that support and deepen the artists engagement with the community
- Work with both marketing teams to gather relevant marketing materials, as required, across the project and insure maximise positioning, profile and audience engagement for Midsumma Festival within plans
- Develop and produce paperwork including briefing notes for venues and partners, event overviews, schedules and all other required paperwork associated with the planning and delivery of the project
- Manage any contracts/agreements associated with the delivery of the Public Program and ensure that any existing contracts with artists or venues are understood and fulfilled
- Ensure venue/artist liaison is integrated into the overall planning of the program and that regular meetings occur to discuss the program and provide updates
- Manage communications related to the public program
- Manage budget forecasts and commitments related to the delivery of the Public Program in conjunction with the Midsumma Program Manager or nominated representative
- Notify the Midsumma Program Manager of any perceived issues relating to the budget
- Provide regular budget updates (monthly)
- Meet, in person, with the Midsumma Program Manager on a weekly basis
- Liaise with landowners/councils, if required, to seek and obtain all approvals related to staging the program in relevant locations
- Ensure all necessary risk assessments are in place for all required activities
- Manage the contracting phase of any related agreements that may be issued, by authorities, in respect to any part of the public program
- Liaise with venues to determine all venue costs associated with each activation and ensure relevant budgets are updated to reflect real costs (or In-Kind costs) associated with venue use
- Gather relevant marketing collateral from all applicants for Midsumma Marketing Department to promote the activations and activation schedule
- Liaise with Midsumma's Marketing Department to ensure the activations are documented via Photography/Videography
- Liaise with Midsumma's Marketing Department to ensure audience surveys are conducted at activations
- Work with Midsumma's operations team to develop a volunteer plan and schedule required to assist with front of house/crowd management tasks in addition to volunteers associated with audience surveys
- Manage any volunteers that are on site to assist with front of house duties and audience surveys
- Support the Artists and understand any requirements they may have in order to fully engage with the program
- Be on site to assist with the coordination of activation installs and de-installs
- Effectively complete any post activation wrap up tasks
- Complete an activation summary that includes event details



- Complete a Midsumma post event report suitable for internal and external use. The report should provide detail on each activation around the artists experience and venue/audience experience and how these align with the aims of each component of the program. The report should contain anecdotes and discuss all elements of the project including curator liaison, artist liaison, venue liaison, audience experiences and budget outcomes. The report must also report on audience numbers
- Manage, in conjunction with Midsumma, any variations to any agreed activations
- Coordinate any other tasks associated with the safe and timely delivery of the Queer Photo public activation program.

Skills and Experience:

Essential

- Previous experience working as an arts and cultural producer
- Previous experience / knowledge of audience engagement and in particular public programming
- Knowledge of the cultural sector and queer communities
- Experienced project manager with a demonstrated ability in delivering complicated logistical activations across multiple public sites
- Artist and venue liaison experience
- Administration skills including high level of competency in Excel/Word, budgeting, contracting and reporting
- Proven high level communication skills

Desirable

- Outdoor project and event work experience
- Curatorial experience
- Experience working with photographic/visual arts exhibitions

Employment Conditions:	<ul style="list-style-type: none"> • FIXED TERM PROJECT BASED CONTRACT: 785 hours between 14 Aug 2023 and April 7 2024. Remuneration equivalent to \$68,000 p.a plus 11% superannuation - pro rata. • Standard office hours in non-festival delivery periods are approximately 9am until 5pm but flexibility can be negotiated and agreed in advance. Due to the nature of this role, the applicant will be required to work additional hours during peak operational periods. Work outside of normal hours, especially during festival or other event times are a requirement of the role and have been factored into the negotiations for this contract.
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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 underrepresents 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.

HOW TO APPLY:

Email your resume and cover letter to applications@midsumma.org.au by Monday 5 June 2023

Please respond to the following questions in your cover letter along with addressing the key competencies and experience/qualifications outlined above:

- Why have you applied for this position?
- Which position(s) on your resume and experience/skills demonstrated has best equipped you for working in a LGBTQIA+ arts and cultural organisation in this role?

Enquiries can be made to applications@midsumma.org.au