Position Description

POSITION TITLE:	**Producer, Events** (short-term contract until 31 March 2027)
POSITION NO:	4329
DIRECTORATE:	Community Life
DEPARTMENT:	Creative Communities
SECTION:	Arts and Culture
CLASSIFICATION:	Band 6
LOCATION:	Civic Precinct and Community Hub (and on site as required for the role)
DATE:	17 November 2026

ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator Arts and Culture

Supervises: Short term contractors, artists, technicians, front-of-house, or crew as required.

Internal Liaisons: The role will work closely with the Arts & Culture team, Libraries and City Futures team and liaises with the Manager of Creative Communities and all Council employees.

External Liaisons: The Producer, Events will contribute to effective and positive working relationships with the local creative sector, community groups, arts organisations, artists and arts industry networks. They may also be required to maintain a professional relationship with federal, state and local government agencies (creative industries portfolios), with businesses, education and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

VISION:

The City of Maribyrnong has a vibrant arts and creative industries sector. It is home to a significant artist population, and contains a broad array of arts organisations and creative sector businesses. It is also home to a culturally rich and diverse community that is eager to participate in and engage with the arts. The Arts and Culture Team is responsible for the implementation of the endorsed strategies: *New Horizons: Creative Maribyrnong 2030* and *Public Arts Strategy 2019-2029,* which outline the strategic vision and creative goals for the city for the next 5 years.

Position Description

PRIMARY OBJECTIVES OF POSITION:

Over the short-term contract, the Producer, Events will work closely with the Arts and Culture Team to support the development and delivery of a number of events across their full project lifecycle including: an outdoor projection event, diverse performing arts program and venue management at the Bluestone Church Arts Space, sector capacity building weekend, Creative West advocacy events, artist residency programs and other locally produced creative projects.

The role will require strong producing and project management skills, an understanding of technical provision, risk management and other operational needs for larger events in the public realm, along with the ability to build meaningful relationships across the arts and cultural sector.

DUTIES AND RESPONSIBILITIES:

This role will:

- Provide operational and producer support across a number of Council events from initial concept through to delivery which may include: production management, technical provision, scheduling, budgeting, programming and project risks.
- Support the Creative Spaces Officer in the venue management of the Bluestone Church Arts Space including: bookable administration, induction and walkthroughs for venue users, cleaning and overseeing casual technicians and front of house staff to deliver Council produced events or Supported Seasons.
- Support the service management of Council's cultural facilities within the City of Maribyrnong.
- Develop risk management plans for a number of events ensuring they operationally meets all occupational health and safety standards and risk mitigation plans are in place.
- Build excellent stakeholder relationships with a range of individuals, businesses, education and arts or community organisations in the development of programs, managing production requirements, scheduling and project needs.
- Assist the delivery of a number of Council produced events including: set up and pack down, sound or lighting provision, event warden (when required).
- Provide regular reports to the Coordinator Arts and Culture on the activities and status of a number of events including monitoring their budget lines (as required), opportunities to strengthen community or sector connections and assist her in preparing advice for Council's leadership team.
- Support the delivery of visual and public art programs, in consultation with curators.
- Provide strategic advice to Council on future creative facilities, particularly the development of Creative West, a new library and performing arts centre.
- Respond in a timely manner to enquiries regarding Council's events, as required.
- Maintain industry networks and participate in training to ensure current knowledge of best practice standards.
- Maintain up to date information management on Council's content management system to ensure event documentation, evaluation and reporting.
- Prepare accurate written communication for reports, event briefs and run sheets, meeting notes and other correspondence as required for the role.
- Assist in the capturing of data on creative outcomes for the *Creative Maribyrnong 2030* strategy.
- Raise purchase orders, new supplier information and requisitioning.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The quality, effectiveness, cost and timelines of supporting the delivery of creative events under the incumbent's control and informing the Coordinator Arts and Culture of issues, challenges and budget implications as they arise.
- Provide advice and information to internal and external stakeholders relating to operations, producing and production management within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.

SPECIALIST SKILLS AND KNOWLEDGE

- Strong working knowledge of technical provision, production management and producing, to ensure that creative events are delivered with impact.
- Demonstrated understanding of issues, trends and industry standards for event delivery, lighting, sound and production management in the performing arts.
- Excellent skills and experience in risk management and safety.
- Ability to use technology and systems relevant to the role.
- Proficiency in the application of theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.
- Basic knowledge and understanding of budgeting techniques.

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Arts, Business, Creative Industries or a related discipline, or substantial equivalent experience in production management, event operations or producing

Mandatory:

- Current Victorian Drivers Licence.
- No relevant criminal record found in a Police Check.
- Required to have and maintain, at all times where required for the performance of your duties or otherwise by Council, a valid, unrestricted Working with Children Check.

KEY SELECTION CRITERIA

- Relevant tertiary qualifications or substantial equivalent experience in production management, event operations or producing with sustained connections to the arts industry.
- Demonstrated experience in performing arts project delivery including events in the public realm and in creative facilities.
- Proven ability to work effectively with a diverse range of stakeholders to develop positive relationships and foster opportunities.
- Strong knowledge of risk management, occupational health and safety standards and technical knowledge for the performing arts.
- Good time management skills and the ability to work across multiple projects, contributing constructively to a team environment.
- Proficient communication, computer, budgeting and administrative skills to meet the requirements of the role.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: ..... Date: …….

Manager/
Coordinator:..... Date: …….