REQUEST FOR EOI

Expressions of interest are invited from suitably qualified event producers for the combined role of Fair Day & Party Producer for the 2018 Sydney Gay & Lesbian Mardi Gras.

The contract, based at the Sydney Gay & Lesbian Mardi Gras (SGLMG) offices will involve working closely with the Creative Director, CEO and two contracted production management companies of both Party and Fair Day, from pre-production planning through to the full delivery of both events.

SYDNEY GAY & LESBIAN MARDI GRAS

SGLMG is the non-for-profit member-based organisation that organises the Sydney Gay and Lesbian Mardi Gras Parade and Festival as well as number of other events throughout the year. SGLMG exists primarily to develop the Sydney Gay and Lesbian Mardi Gras for the benefit of Sydney’s LGBTQI community, the enjoyment of a wider audience and as a global beacon of diversity, acceptance and LGBTQI rights. We aim to raise the visibility of the lesbian, gay, bisexual, transgender, queer and intersex communities.

EMPLOYMENT PERIOD


RENUMERATION PACKAGE

Salary is $80k (pro rata) plus super.

THE ROLE

In consultation with, and under the direction of the Creative Director & CEO of SGLMG and in collaboration with the two-contracted production management companies will be responsible for the development and delivery of the SGLMG produced Fair Day and Party. Both Fair Day and the Party are major SGLMG signature events. Fair Day will be staged on Sunday 18 February 2018 and the Party will be held on Sat 3 March 2018. The role also includes the contracting of talent for Laneway. The position will report to the Creative Director.
Selection Criteria

Essential

• At least 5 years high level experience as a producer within the events industry and an extensive knowledge of all aspects of event production, management and presentation

• Relevant tertiary qualification in arts and/or events management or other relevant discipline

• Demonstrated experience in producing large-scale public events

• Demonstrated experience in managing contracted relationships with talent, artists, agents and/or related entities, organisations or individuals

• Demonstrated relationship management skills with a proven record maintaining strong relationships with stakeholder groups

• Ability to manage competing priorities and work well under pressure

• Experience in developing and managing event budgets including financial reconciliation and reporting.

Desirable

• Interest and /or experience of working with the LGBTQI community

• Knowledge of the arts and not-for-profit sector, and in particular events and festivals.

Applications

Applications addressing the selection criteria (maximum 2 pages) should be accompanied by a covering letter, curriculum vitae and the names and contact details of three referees addressed to Greg Clarke, Creative Director, Mardi Gras Arts Ltd. and emailed to samantha.swain@mardigrasarts.org.au

SGLMG is an equal opportunity employer and encourages expressions of interest from all qualified candidates especially those with diverse backgrounds and experiences. For enquiries, please call (02) 9383 0900.

Applications close: 5pm, Fri 1 Sept 2017
POSITION DESCRIPTION

Fair Day & Party Producer
2018 Sydney Gay & Lesbian Mardi Gras

• In consultation and under the direction of the Creative Director and CEO be responsible for planning, managing and implementing SGLMG’s Fair Day and Party in collaboration with the two contracted production management companies of both events. The position will report to the Creative Director.

• In consultation and under the direction of the Creative Director and CEO ensure both events enhance the brand, reputation and credibility of SGLMG.

• Ensure the delivery of both events to the highest artistic standards on behalf of SGLMG.

• Manage the entertainment programing and budget of Fair Day, Party and Laneway, including artists, DJ’s, hosts, band and performers.

• Contract all creatives for all three events, including talent, artists, agents, DJ’s, designers, directors, choreographers and related talent entities, organisations and individuals.

• Coordinate and manage all artists and stage requirements for all three events and ensure the smooth delivery of all stage productions for Fair Day and Party.

• Prepare, implement and manage all stage schedules and timelines and review/update as or when required.

• Book and manage all artists and/or creatives’ airfares, accommodation, ground transport and per diems.

• Apply for and manage all international artists and/or creative visas within set time frames.

• Manage all Fair Day and Party team members including internal staff, volunteers and contractors.

• Manage and oversee both event budgets and ensure that they are delivered within agreed budgets and track and report on event expenses and revenue.

• Comply with company Financial Policy and Procedures; and Delegations of Authority.
• Prepare and produce documentation as required for each event.

• Ensure each event is fully compliant with WHS standards and protocols and be responsible for the health and safety of all persons under their direction.

• Ensure both events are delivered to schedule and on budget.

• Liaise with other departments of the SGLMG and key stakeholder groups including venue partners, other LGBTQI organisations, government departments, authorities, and institutions.

• Work with other SGLMG managers to ensure relationships with sponsors and media are supported.

• Provide reports as required and attend all relevant Fair Day and Party leadership team meetings.

• Ensure compliance with legislative, industrial and government policy requirements and standards in the areas of Equal Employment Opportunity, Occupational Health and Safety, and Rehabilitation.