

MPAVILION

Position title: Program Producer (full time)

Reports to: Creative Director

Term: June 2023 - May 2024

Key internal relationships

Arts Administrator, Production Manager, Marketing & Communications Manager, Site Operations Manager, Program & Event Coordinator, Front of House Team

Overview

The Program Producer is responsible for providing high level support across the MPavilion season, working closely with the Creative Director to produce and facilitate the successful delivery of program events.

The role will oversee and maintain the administration and coordination of events including working with participating collaborators to program events and coordinate production details to support the day to day operations of the program.

In addition to the core role for MPavilion, the Program Producer will also support and implement projects and initiatives of the Naomi Milgrom Foundation which builds sustainable cultural programs, and engages and optimises community participation both locally and regionally.

The role is full time and requires a high degree of flexibility during the MPavilion season (16 November 2023 to 28 March 2024) as events are delivered 7 days a week. Some evening and weekend work will be required.

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Key Responsibilities

- Work closely and collaboratively with the Creative Director and Production Manager to ensure all production elements of the MPavilion season are within budget, scope and schedule.
- Support the Creative Director in areas of programming, scheduling and engagement of collaborators.
- Support to the Creative Director in the delivery of the M_Curators program and the various MPavilion commissions across the season (eg. chair & uniform).
- Communicate with industry stakeholders and directly liaise with program collaborators to successfully and seamlessly deliver events.
- Oversee and maintain the administration and coordination of events including collaborator assets, event information and production details using Airtable to support the day to day operations of the program.
- Review marketing for accuracy, communicating with event collaborators as required for clarification and/or permission.

- Facilitate designated events onsite, and be the main point of contact for collaborators to ensure events run smoothly and successfully.
- Nurture the relationships and opportunities that support the delivery of the program to audiences.
- Assist the Creative Director in the creation of funding applications and proposals.
- Coordinate the production of the end of season report to be shared with partners and stakeholders.
- Ensure all relationships within the project are cooperative, supportive, enthusiastic, team-orientated and effective.
- Other duties, including producing support for other initiatives of the Naomi Milgrom Foundation as directed by the Creative Director.

Essential skills include:

- Creativity, intellectual curiosity, excellent writing and verbal communication
- Experience using Microsoft office, Adobe Creative Suite and Airtable
- Experience writing funding applications and acquittals
- Capacity to manage multiple deadlines & take initiative
- Excellent attention to detail
- Organisational and project management skills

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Desirable skills/experience:

- Previous experience in an arts learning environment or in a community engagement role
- A valid driver's licence
- An interest in art, architecture and design

Key Selection Criteria

- Previous demonstrated experience in event production and/or relevant project management role, including an ability to meet deadlines and manage priorities in a busy environment
- Qualifications and training equivalent to an undergraduate degree; or an equivalent combination of relevant experience and/or education/training
- A skilled communicator, the ideal candidate will also liaise with key stakeholders, collaborators, and partners, to develop the MPavilion program
- Demonstrated understanding of audience engagement and artist / stakeholder management, in particular knowledge of industry best practice in accessibility, cultural safety, and inclusion.
- Demonstrated ability to work both independently and seamlessly within a team environment
- Ability to work flexible hours including evenings and weekends as required to oversee delivery of the event program
- An ability to problem solve, a can-do attitude and confidence working across multiple projects
- At all times display empathy, with dynamism, in their internal and external relationships

Please send a cover letter to apply@mpavilion.org addressing the key selection criteria together with your resume.

Applications close **Thursday 1st June, 5pm.**