

Position title:	Associate Producer
Reports to:	Program Producer
Role type:	Fixed term contract Part time (0.6 FTE) August – September 2024. Full time (1.0 FTE) September – March 2025
Contract period:	August 2024 – March 2025.
Salary:	\$75,000 p.a. plus statutory superannuation
Key Relationships:	Marketing Co-ordinator, Site Operations Manager/Music Programmer, Production Manager, Administration Manager, Technical Coordinator & Casual FOH/AV Staff.

The Associate Producer is responsible for providing high level support for MPavilion, a flagship initiative of the Naomi Milgrom Foundation. The role will work closely with the Program Producer to plan, produce and facilitate the successful delivery of program events for Season 11.

The role will support 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.

The role requires a high degree of flexibility during the MPavilion season (21 November 2024 – 22 March 2025) as events are delivered 7 days a week. Some evening and weekend work will be required.

Key responsibilities

Work with program collaborators, program partners and the MPavilion team to successfully produce projects delivered as part of the MPavilion Season 11 Program.

- Assist the Program Producer to oversee delivery needs across the program, including management of events on-site at MPavilion, ensuring outcomes are sufficiently supported.
- Coordinate the planning and administration of events including collaborator assets, confirm event information including communicating operations and production details.
- Review marketing material for accuracy, communicating with event collaborators as required for clarification and/or permissions.
- Assist with all necessary processes for finalisation of the Season 11 program, including collation of EOI applications and communication of project details internally.
- Support delivery of partner and stakeholder events throughout the season, including the MPavilion launch, opening and closing functions.
- Draft collaborator agreements, update project budgets and arrange for collaborator invoices
- Support the implementation and delivery of the MPavilion Young Creative Associates program, including mentorship opportunities and any public event outcomes.

- Ensure all program relationships are cooperative, supportive, enthusiastic, team-orientated and effective.
- Participate in and support the development of institutional protocols and plans, including but not limited to Access, Inclusion, Engagement and Reconciliation strategies
- Work as part of a project team and positively contribute to team processes and outcomes.
- Attend regular programming meetings, while balancing remote and regular office hours.
- Ensure accurate gathering and recording of event data to meet the requirements of the organisation.
- Other duties as reasonably required within the scope of the position.

Essential skills:

- Ability to maintain effective relationships, with a collaborative approach.
- Advanced skills in Microsoft 365.
- Experience managing program budgets and program scheduling databases.
- Project and event management experience, preferably in cultural events.

Desirable:

- A valid driver's licence.
- Working with Children clearance.
- Experience working with production and technical teams.
- Experience with an EOI process.

Key Selection Criteria

- Previous demonstrated experience in events and/or relevant project management role.
- Excellent communication and writing skills
- Excellent organisational skills, attention to detail, and the ability to set priorities and meet deadlines
- Ability to problem solve, a can-do attitude and confidence working across multiple projects
- Demonstrated commitment to addressing institutional barriers regarding access and inclusion
- Strong understanding of marketing, communications, media and PR
- A skilled communicator, the ideal candidate will also liaise with key stakeholders, collaborators, and partners, to develop the MPavilion program
- A passion for arts and culture.
- Demonstrated ability to work both independently and seamlessly within a team environment.