



## JOB SPECIFICATION

POSITION:	MANAGER OF PRODUCTION & OPERATIONS
REPORTS TO:	Midsumma Chief Executive
DIRECT REPORTS:	EVENT PRODUCTION CREW, RISK MANAGEMENT CONSULTANT(S), PRODUCTION COORDINATOR, VICTORIA'S PRIDE PRODUCTION MANAGER, PRODUCTION ASSISTANT'S (interns or secondments) & VOLUNTEER COORDINATOR, VOLUNTEERS WHERE APPLICABLE
LOCATION:	MIDSUMMA FESTIVAL OFFICE (Currently 158 City Road, Southbank VIC)
POSITION TYPE:	FULL TIME FIXED TERM CONTRACT
LAST UPDATED:	Jan 2024

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### Midsumma

Based in Victoria, Midsumma Festival Inc (Midsumma) is Australia's premier LGBTQIA+ cultural organisation, for and by communities who live with shared experiences around diverse gender and sexuality (DGS).

We are a **champion** of LGBTQIA+ cultures, conversations and events. We promote, develop and celebrate LGBTQIA+ **arts and culture**. We are **the intersection between** people, creative 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 **increase visibility** and **amplify voices** that might otherwise not be seen or heard.

With strategic focuses that include intersectional communities such as First Nations, disability, culturally and linguistically diverse communities, diverse families, and seniors, Midsumma engages with broad communities across all age ranges, cultural demographics and identities - truly representing inclusion and diversity in all its forms. Midsumma plays a vital role in the life of the many varied creative communities with which we regularly engage.

Although the primary three-week festival is held in summer each year, Midsumma works year-round to provide artists and culture-makers with support and development opportunities, to create, present, promote their work and develop sustainable arts careers.

Midsumma is recognised nationally as one of Australia's largest LGBTQIA+ arts presenters, our annual festival features more than 220 events each year in over 100 different venues across Melbourne and wider Victoria, to audiences of over 300,000 each year.

Midsumma brings a diverse mix of artists, performers, communities, and audiences together for innovative presentations of queer arts and culture. The diverse annual festival program is made up of a wide range of events and activities including visual art, theatre, spoken word, cabaret, film, live music, parties, sport, social events and public forums.

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Midsumma works year-round to provide artists with support and has a year-round program of events with one of its key activities an annual multi arts festival presented over three weeks each year from mid-January to February each year.

Midsumma brings a diverse mix of artists, performers, venues and audiences together under a single umbrella for a celebration and innovative presentation of queer arts and culture. The diverse festival program is made up of a wide range of events and activities including visual art, digital arts, theatre, spoken word, cabaret/variety, film, live music, parties, sport, social events and talks/public forums. Our summer festival features approximately 240 events overall with involvement in up to 100 different venues across Melbourne and wider Victoria. The clear majority of these events are umbrella events under an open access platform (independently produced and presented) with Midsumma developing and fully producing or co-producing a selection of key and major events ourselves. The Production Manager role oversees all production requirements for the *Midsumma Presents* program.

### **Job Summary**

The Manager of Production and Operations at Midsumma holds a pivotal senior leadership role, orchestrating the year-round execution of multiple events at Midsumma. Working closely with the program manager and relevant venues, councils and other stakeholders, the role is responsible for overseeing departmental and event budgets, logistics, and stakeholder relationships. This role requires meticulous planning and execution to ensure the success of all Midsumma events.

The role requires an outgoing, enthusiastic and highly organised person to undertake the planning, coordination and delivery of a range of activities and events for Midsumma within its primary activity, the annual Midsumma Festival undertaken in January/February.

The Head of Production and Operations will scope potential events being developed and presented or co-presented by Midsumma itself (as opposed to the broader umbrella events in the wider open access program) and manage the delivery of logistics, schedules, and all other production delivery requirements for these in a timely fashion.

This role involves hands-on event delivery, including pre-planning and execution and is involved in the day-to-day delivery and set up / bump out of events pre-planning/scheduling.

The Manager recruits and manages seasonal staff/crew, collaborates with external suppliers and works closely with key internal departments to streamline operational processes.

The position is responsible for all permit and license requirements, including extensive event planning approval documents for local councils, Police, etc., required for Midsumma self-presented events to proceed. The position is responsible for overseeing all risk management requirements (completed by external professional risk management specialists.)

The position will work closely on a daily basis with the Chief Executive and the Festival's Program Manager as well as with the Finance / Administration Manager and external Risk Management consultant (s).

Key accountabilities are scoping and managing event delivery requirements, including line management for risk assessment/management consultants, developing and managing budgets so as to maximise benefits and resources for the festival; dealing with potential suppliers and a wide range of key stakeholders, as well as developing and delivering all event delivery plans, and ensuring that event requirements such as permits, risk assessments, schedules and crewing requirements are completed in a timely fashion.

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The role will identify and recruit crew requirements within budget parameters and also work with interns and industry secondments, and where appropriate, work with the festival volunteer coordinator to maximise delivery of suitable resources available for all events.

The role will be the key delivery point for events including:

- Midsumma Presents program (year-round and during the festival)
- Midsumma Festival Signature programs Midsumma Large Scale outdoor events (current three separate events during the festival dates)
- Visual Arts exhibitions, including the Midsumma and Australia Post Art Prizes, throughout the festival dates. Midsumma Presents events – a range of events, mostly within established performance venues, throughout the festival dates (approx. 30 events per year of varying requirements).

The role works across a broad range of disciplines, including but not limited to:

- Production and event logistics
- Legislative, permit and governance event requirements, including extensive event plans and traffic management plans/delivery (utilising expert external consultants for delivery)
- Coordination of Risk Assessment requirements
- Customer service
- Stakeholder management, including scoping of community and sponsor activations at major outdoor events.
- Safety and site management
- Artist engagement
- Liaison with food and alcohol suppliers
- Diverse cultures and community engagement
- Financial and budget management of production and logistical areas

### **Key working relationships**

The position is a crucial member of the Midsumma delivery team and Management (leadership) team.

On a day-to-day basis, the position will work most closely with the Midsumma Program Manager and Chief Executive but will also work closely with the delivery team – Finance Officer, Marketing Manager, Volunteers Coordinator, Ticketing coordinator, interns and volunteers.

The role also works closely with and supports Victoria's Pride Production Manager and team to oversee the event delivery, logistics, staffing, and other operational management of major events.

The role involves developing and maintaining positive relationships with a wide range of key stakeholders, including audiences, local artists and arts companies, venues, presenting partners, local councils, stallholders, community representatives and supporters across all Festival activities.

### **Key Responsibilities Include:**

#### **Event Delivery:**

- Successfully execute major public events, attracting over 300,000 attendees across the festival (120,000 at a single event) while adhering to allocated budgets.
- Oversee operational planning and managing relationships with key stakeholders, including Victoria Police, local councils, venues, and emergency services.
- Hands-on involvement in day-to-day event delivery during bump-in, bump-out, pre-planning, and scheduling.
- Develop and production manage Midsumma presented /produced events, working closely with the Program Manager, including where appropriate liaison of venues and

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liaison with artists/arts companies (including Visual Arts exhibitions). Engage and liaise with event Stage Managers and or site managers as required.

**Event Design, Stakeholders and Permits:**

- Develop layout and site designs for major events, considering functionality, crowd flow, road closures, programming, bars, stages, installations, and activation areas.
- Submit and obtain all required permits, licenses, and operational plans, including Major Event Permit Applications, POPE permits, Liquor Licensing, risk assessments, and documentation related to site design.

**Supplier Management, Logistics and Scheduling:**

- Manage procurement and contract terms for technical, production, and operation suppliers, ensuring adherence to timelines and budgets.
- Develop detailed production schedules for major events and activations, ensuring seamless logistics for all parties involved.
- Review and improve year-round operational systems and processes for efficiency and productivity.
- Collaborate with Midsumma partners and sponsors for their participation and on-site activations during events.

**Leadership and Team Management:**

- Recruitment and managing of the Production and Operations Department, leading a team of up to direct reports and seasonal event staff as required.
- Create and update seasonal job descriptions.

**Risk Management:**

- Review and develop event-specific risk management strategies and emergency procedures in collaboration with external safety consultants.
- Conduct pre-event safety briefings for all major events including Volunteers, Pride March Participants, Tabletops, Site Manager, Stage Manager and Area Warden Briefings.
- Management and set-up of the Event Operations Centre (EOC)

**Strategic Contributions:**

- Contribute to the overarching vision and direction of the organisation as part of the Strategic Management Team.

**Team Culture and Financial Oversight:**

- Foster a positive work culture and motivated team through open and effective communication.
- Manage overall departmental and project budgets, oversee revenue and expenditure streams, and provide accurate financial forecasts.
- Work closely with the CEO, Program Manager, Marketing Manager, Victoria's Pride Project Manager, and Finance/Administration Manager.

**Key Accountabilities**

- Ensure that all relevant production financial and administrative elements are managed within agreed Midsumma Festival policies and procedures and comply with the organisation delegations and purchasing policies.
- Ensure all documentation and plans required for approvals for large-scale events are completed as per council or other relevant authorities' requirements and submitted in a timely fashion and that event operation delivery is in line with agreed and approved plans.
- Ensure a process of evaluation, assessment and learning to ensure continual improvement processes are in place that supports the Midsumma Festival organisational culture as a positive, proactive learning organisation.

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- Work closely with all Festival staff members to find ways to identify and maximise cohesive opportunities for all elements of the Midsumma Festival Program in a holistic way.
  - Be familiar with and adhere to all Midsumma Festival policies and procedures including WHS requirements and advise on further development of these to align with usual industry practice.
  - Attend and participate in regular staff meetings and other meetings as required.
  - maintain and further develop a national leadership position regarding broad arts access and inclusion.
  - Utilise all available resources in the most effective and efficient manner possible.

### **PERSON SPECIFICATION Key required competencies**

- Demonstrated relevant previous professional experience in the production of festivals or creative, multifaceted and large-scale events.
- Experience in, or knowledge of, obtaining major event permits, liquor licensing, parking and road closures and other related permits.
- A team approach and commitment to the whole of organisational needs and a program lead approach.
- Excellent demonstrated communication skills (written and verbal)
- Demonstrated attention to detail, commitment to accuracy, and ability to manage multiple tasks within agreed deadlines.
- Ability to think laterally and a collaborative, constructive, flexible and creative approach to solving problems.
- Demonstrated commitment to information sharing.
- Proven proficiency in assessing and delivering event and technical/logistical requirements.
- Proven ability to work positively as part of a team environment and to actively participate in maintaining and developing a positive organisational culture as part of a small, hardworking team.
- Negotiation skills and the ability to deal with situations in positive constructive ways.
- Demonstrated respect and empathy for members of diverse communities, the arts, and, in particular, knowledge of diverse LGBTQIA+ / DGS communities.
- A collaborative and flexible working style and commitment to broad organisational values and objectives.
- Due to the practical requirements of festival delivery, the role does require an active person who meets the physical requirements of the position.
- A driver's licence is a necessity.

Midsumma is an equal Opportunity Employer that values diversity in the workplace.  
As such we encourage and support applications from people from diverse backgrounds.

### **How to apply:**

All applications must address the requirements of the job description. For any support materials about Midsumma, or for any further information on the role or organisation please contact [Zach@businesssolutionshub.com.au](mailto:Zach@businesssolutionshub.com.au).