



SYDNEY
GAY AND LESBIAN
MARDI GRAS



MARDI GRAS ARTS

EXPRESSION OF INTEREST

Parade Producer

2020 Sydney Gay & Lesbian Mardi Gras

Expressions of interest are invited from suitably qualified event producers for the role of **Parade Producer** for the **2020 Sydney Gay & Lesbian Mardi Gras Festival**.

The contract, based at the Sydney Gay & Lesbian Mardi Gras (SGLMG) offices will involve working closely with the CEO, Creative Director and Executive Producer along with Key Government Agencies and contracted production management and supplier companies from pre-production planning through until full delivery of the Parade on **Saturday 29 February 2020**.

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

Monday 30 September 2019 – Friday 13 March 2020. Fulltime.

THE ROLE

The Parade Producer will be responsible for the operational development and delivery of the 2020 Sydney Gay and Lesbian Mardi Gras Parade. As the Parade Producer you will be required to comprehensively understand the organisations Parade Creative, Marketing and Communications plans to enable the review and development of Parade budgets, operating and delivery plans, employee, volunteer, contractor and physical resource structures, the procurement, supply and management of same.

The position reports to the Executive Producer.

SELECTION CRITERIA

ESSENTIAL

- At least 5 years high level experience as a producer within the events industry
- 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 including Event Control Room operations
- Demonstrated relationship management skills with a proven record maintaining strong relationships across numerous stakeholder groups both internal and external

- Comprehensive experience in dealing with Government Agency engagement and management
- Knowledge and understanding of the design and delivery of Traffic Management Plans
- Ability to manage competing priorities and work well under pressure
- Experience in developing and managing event budgets including financial reconciliation and reporting
- Excellent documentation and reporting throughout the event process

DESIRABLE

- Interest and /or experience of working with the LGBTQI community
- Experienced Community stakeholder engagement and management with diversity and tolerance at its core
- 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:

Grant Lowe

Executive Producer

Emailed to callum.mclean@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, Wednesday 28 August 2019**



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POSITION DESCRIPTION

Role Title:	Parade Producer		
Team:	Festival & Events		
Department:	Various	Type/Level:	Festival Executive
Reporting Structure:	Reporting to:	Executive Producer	
	Direct reports:	Parade Co-Ordinator	

Purpose

In consultation with, and under the direction of the CEO, Creative Director & Executive Producer of the Company and in collaboration with key event stake holders, production management companies (where required) and suppliers, be responsible for the overall operational development and delivery of the Sydney Gay and Lesbian Mardi Gras Parade. A signature event of the SGLMG Festival.

Accountabilities

Results Area	Accountabilities	Performance Indicators
Production Management	<ul style="list-style-type: none"> Discovery, planning and development meetings with SGLMG executive and staff, government and community stakeholders Briefing from SGLMG creative, marketing and communications teams about the project Review and development of parade critical path with projected milestones for successful parade delivery Reporting against the parade critical path Review, develop and commence delivery upon procurement plans for venues, workshops, sites necessary for the successful delivery of the parade Review, develop and commence delivery upon procurement plans for event operations and logistics Oversee development of relevant planning and operational 	<ul style="list-style-type: none"> Delivery of all events to the highest artistic standards On-time, to agreed quality and on-budget delivery of events, projects and programs Accuracy and professionalism of project or event briefs and definitions Quality of execution for events and projects Adherence to better practice in production and safety standards Contribution of expertise

	<p>documentation required by all stakeholders</p> <ul style="list-style-type: none"> • Review and develop event operations Command Control, Communication and Coordination (C4) structures and protocols • Coordinate, manage and implement technical, operational and venue specific logistical requirements for events and projects • Working with Production companies and suppliers to ensure the smooth delivery of productions through development, rehearsal and production processes • Prepare, implement and manage production schedules and timelines and review/update as or when required. • Prepare and produce documentation as required for each event/production • Event Control Room operations • Other duties as required • Debrief with SGLMG executive and staff, government and community stakeholders as required • 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 compliance with legislative, industrial and government policy requirements and standards in the areas of Equal Employment Opportunity, Occupational Health and Safety, and Rehabilitation. 	
<p>Leadership and Management</p>	<ul style="list-style-type: none"> • Liaise with other Producers and management team to ensure that the event, program or project is effectively integrated • Manage all event or project team members including internal staff and volunteers, contractors and related suppliers. • Liaise with other departments of SGLMG and key stakeholder groups including venue partners, other LGBTQI organisations, government departments, authorities, and institutions. • Effective leadership, representation and communications throughout the project, including on site 	<ul style="list-style-type: none"> • Solid collaborative working relationship with peers • Level of stakeholder confidence

	<p>communications between government stakeholders, the SGLMG executive, staff, volunteers and contractors in accordance with the C4 structures and protocols during the event phase</p> <ul style="list-style-type: none"> • Work with other SGLMG personnel to ensure relationships with sponsors and media are supported. • Provide reports as required and attend any relevant leadership team meetings. 	
Financial Management	<ul style="list-style-type: none"> • Manage and oversee budgets for specific projects and prepare events and programs within budget parameters • Track and report on project expenses and revenue • Negotiate with all contractors, vendors and event partners to offer the best and most cost effective solutions 	<ul style="list-style-type: none"> • Delivery to and / or within agreed budget • Value for money in negotiated contracts • Compliance with company Finance policy and procedures; and Delegations of Authority
Marketing and Communications	<ul style="list-style-type: none"> • Liaise with the Marketing and Communications team to provide relevant information and assistance to promote events and projects • In conjunction with the Marketing and Communications team, assist in the proofing of materials relating to the Parade • Maintain the public image of SGLMG through consistent branding of events and programs 	<ul style="list-style-type: none"> • Delivery of events materials to agreed service and quality standards

Delegations, Authority and Decision Making

This position has the authority to make decisions within the scope of accountabilities outlined above and make decisions within assigned delegation of authority, consistent with relevant SGLMG policies and procedures.

The position will be required to make judgements and prepare recommendations as to how events/projects may be best managed. The position will consult with the Executive Producer on complex issues and priorities, and receive advice and guidance concerning policies and procedures.

A high level of judgement is required to lead and manage event or project teams to deliver on-time, on-budget and meet expectations.