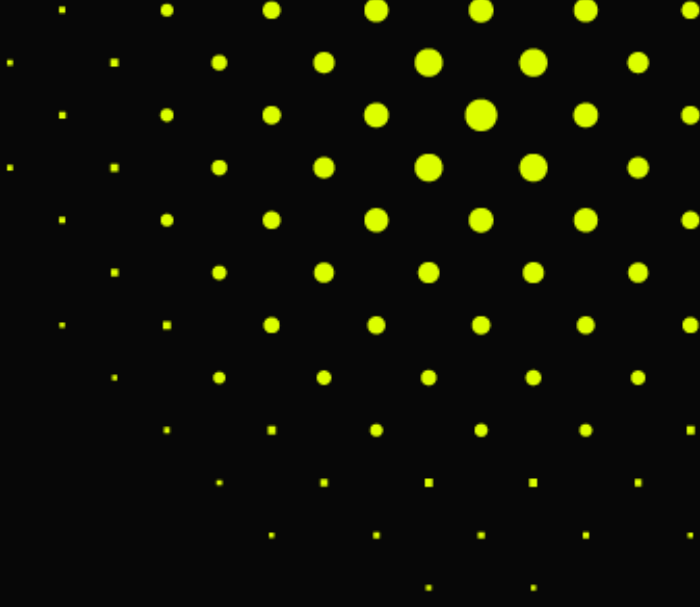




ARTRAVE

MANAGING PRODUCER

Position Description

POSITION TITLE: Managing Producer

DEPARTMENT: Programming

TERM: Fixed Term (Maternity Leave Cover)
1 December 2025 - 12 March 2027

REPORTS TO: Head of Artist & Audience Services / CEO & Creative Director

WORKS CLOSELY WITH: CEO & Creative Director, Producer, Artist & Audience Services Manager,
Head of Production & Operations, Operations Manager

DIRECT REPORTS: **Fixed Term:** Program Coordinators / Associate Producers

ARTRAGE INC

ARTRAGE is a not-for-profit registered charity and one of the oldest arts organisations in Western Australia. Born in 1983, ARTRAGE is well known for delivering entertainment unlike anything else on offer in WA, including most recently FRINGE WORLD Festival, Rooftop Movies and RE//Perth.

OUR PURPOSE – to bring artists and audiences together to share in extraordinary experiences

OUR VISION – the arts are embraced as an integral cultural driver

OUR MISSION – to create spaces where creativity thrives and where artists and audiences connect

ROLE OVERVIEW

ARTRAGE is recruiting for an experienced Managing Producer for a maternity leave cover. The Managing Producer plays a critical leadership role in the delivery and evolution of ARTRAGE's programming initiatives. Under the direction of the CEO & Creative Director, this position oversees the evaluation of new events, creative initiatives, and new programming projects, ensuring alignment with the ARTRAGE Strategic Plan.

The Managing Producer is the lead producer for Rooftop Movies, ensuring the Rooftop Movies venue and program continues to innovate, excite and increase audience attendance. The role will supervise the Program Coordinator in ensuring the smooth operational delivery of the venue.

The Managing Producer also plays a key role in supporting the programming team members on select deliverables for FRINGE WORLD Festival.

The role demands a balance of creative vision, event production expertise, budget oversight, team management, and stakeholder engagement.

ROLE DUTIES

Rooftop Movies Program Development & Delivery

- Lead on the programming and activations at ROOFTOP MOVIES.
- Support the Program Coordinator with functions and private screenings.
- Drive creative expansion of the ROOFTOP MOVIES venue space.
- Ensure Rooftop Movies programming aligns with ARTRAGE Strategic Plan.
- Attend media briefings, radio and TV interviews when required to promote the Rooftop Movies program.
- Provide RTM program briefings to the CEO & Creative Director, or other selected representative, for speeches and media presentations.

FRINGE WORLD Festival & New Projects

- Lead on the programming of the FRINGE WORLD Program Launch and Opening Party events, executing the event brief from the Executive team. Work closely with Partnerships Manager, to ensure the event delivers on the outcomes for stakeholders. Take direction from the CEO & Creative Director and liaise with the Producer on performance elements of the event.
- Oversee the roll out of new programming initiatives, collaborating closely with the Producer and Head of Artists & Audience Services on roles and responsibilities.
- As directed, support the creation of new programming initiatives and activities for proposals to existing or new sponsors. Ensure the initiatives have clear costings and creative materials to work into proposals.
- Undertake Producer deliverables for events, when assigned by the CEO & Creative Director.
- Alongside other programming team members, support the development of the Festival's Independent Program; and other programming initiatives for FRINGE WORLD Festival that may be developed.
- Cultivate and maintain relationships with venues, artists, producers, and the wider arts industry sector.
- Sustain a high level of service for artists, ensuring artists see value in presenting with ARTRAGE.

Budget & Financial Management

- Manage assigned budget lines, tracking expenses, and ensuring the budget is adhered to and identifying opportunities for cost savings wherever possible.
- Oversee Rooftop Movies income projections, ensuring targets are met.
- Oversee the budget creation for new projects and initiatives. When required, collate the input from other departments, and work with the Senior Accountant on the tracking of specific events budgets.

Project Management, Reporting & Administration

- Work with the marketing and programming department team members to implement sales strategies and provide content for marketing campaigns.
- Contribute to the delivery of the programming department's Access & Inclusion Plan responsibilities.
- Contribute to the compliance of the programming departments Sustainability action plan responsibilities.
- Research, write and submit grant applications to secure funding for projects and initiatives.
- Lead in preparation and submission of proposals, tenders or applications for relevant new projects, ensuring a competitive edge.

- Oversee the debrief process for the areas directly related to the role.
- Monitor and report on KPIs, project outcomes, and deliverables for internal and external stakeholders.
- Support the programming department in any other administrative duties as required.

Stakeholder & Partnership Engagement

- Where required for delivery, act as the primary liaison with major stakeholders such as Tourism WA, venue partners, and government agencies. This will be in close collaboration with Head of Artists and Audiences and Head of Partnerships and Philanthropy.
- Where required, represent ARTRAGE publicly and professionally at industry events, forums, and partnership engagements.

Team Collaboration and Management

- Support direct reports, setting clear performance expectations, conduct regular check-ins and provide constructive feedback.
- Oversee the recruitment, onboarding, inducting and training of direct reports.
- Ensure compliance with organisation policies of direct reports and manage any performance issues, following correct HR procedures.
- Conduct team meetings to align on priorities, resolve blockers, and share updates.
- Foster the development of positive and communicative working relationships within the team and across departments.
- Embrace the ARTRAGE Values in all areas of work.

Other Duties

- Undertake any other duties assigned by the ARTRAGE Executive Team, which might reasonably be deemed to be within the scope of the role and having regard for the skills and qualifications relating to the role.

SKILLS & EXPERIENCE REQUIRED

Experience

- Minimum 3 years' experience working in an equivalent Managing or Senior Producer role.
- Proven experience in delivering large-scale, multi-artform festivals or cultural events.
- Excellent project management, budget oversight, and operational planning skills.
- Basic familiarity with the technical requirements of live performance.
- Experience working with a diverse range of artists and stakeholders.
- Experience programming for a cinema or film festival (desirable)

Skills

- Strong leadership and team management skills with experience working collaboratively across different teams.
- Excellent communication, negotiation, and stakeholder management abilities.

- Demonstrated ability to work in a fast-paced festival environment, including being able to efficiently plan and prioritise workload.
- Excellent organisational and project management skills.
- Excellent interpersonal, verbal and written communication skills.
- Demonstrated ability to think outside the box and develop creative solutions to problems.
- Experience in managing and resolving conflict with stakeholders.
- Proficiency in software tools including the ability to learn new systems.
- Proficiency of Office Suite (especially Excel, Word, Outlook, Teams).

BENEFITS

- A rare opportunity to work on some of WA's most iconic and creative public events, contributing to the vibrancy of the Arts in the State.
- * ARTRAGE social events, Pass Holder benefits to events and hospitality offerings.
- * Flexible Work Culture including; Work From Home (One day per week), flexible start and finish hours between 8am – 6pm.
- Access to our Employee Assistance Program and Wellbeing Programs (EAP).
*subject to policies.

ACCESS

At ARTRAGE we support and celebrate diversity. ARTRAGE is proud to be an equal opportunity employer and reviews all job applications free of any bias and provides an inclusive work environment regardless of a person's sex, gender history, sexual orientation, age, race, religious or political beliefs, marital, pregnancy or family status.

LOCATION

This role will operate from the ARTRAGE HQ Office (616 Hay Street, Perth WA). This is also an active on-site role and will also be based across all relevant ARTRAGE event sites when required. Ensure availability for regular evening and weekend work during all activations or events.