



ARTRAVE

PRODUCER

Position Description

POSITION TITLE: Producer

DEPARTMENT: Programming

TERM: Full Time Fixed Term Contract: **1 October 2025 (or ASAP) - 1 May 2026**
Possibility of extension into longer Fixed Term Contract or Permanent Role

WORKS CLOSELY WITH: CEO & Creative Director, Managing Producer, Artist & Audience Services Manager, Production Manager

REPORTS TO: Head of Artist & Audience Services

DIRECT REPORTS: Artist Liaisons (Fixed Term Role/s)

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

The Producer is a key contributor to the successful execution of the FRINGE WORLD Festival and other key projects. This role requires a passion for the arts, a deep understanding of the creative process, and the ability to manage the logistical aspects of producing a Fringe festival and other cultural events.

Working closely with artists, and other stakeholders, the Producer will play a pivotal role in bringing artistic visions to life while ensuring the income targets of the organisation are met. The Producer is responsible for delivering a high level of service for artists, ensuring artists see value in presenting with ARTRAGE and delivering work of high value for audiences. The Producer will have a keen eye for talent, an understanding of audience demand and markets and will be responsible for establishing relationships with national and international artists, producers and presenters and the wider arts industry sector.

The Producer works collaboratively with the programming department to achieve ARTRAGE Strategic goals.

ROLE DUTIES

FRINGE WORLD ARTRAGE Managed Venue Program Delivery

- Deliver the curated event program in ARTRAGE Managed Venues (AMV) for the FRINGE WORLD Festival.
- Work closely with the Production Manager to establish timelines, logistics and requirements to support the technical delivery of AMV events. Support the Production Department by ensuring artists complete technical surveys within the required timeframes.
- Collaborate across all ARTRAGE departments to ensure smooth operational delivery during both the preparation phase and on-site festival execution.
- Contribute to shaping the end-to-end audience experience at AMV venues, working within budget and resource constraints.
- Proof and sign off on AMV settlements.
- Serve as the primary contact for resolving escalated artist concerns.

FRINGE WORLD Festival Special Events and Programs

- Support the delivery and promotion of the FRINGE WORLD Awards Program in consultation with the Head of Artist & Audience Services.
- Lead on the delivery of the FRINGE WORLD Awards Ceremony.
- Facilitate the agreements and obligations of the Tour Ready Awards Program with the other Festivals and the winning artists.
- Collaborate with the CEO & Creative Director and Managing Producer on the Programming elements of the FRINGE WORLD Program Launch and Opening Party.
- Undertake Producer deliverables for any other special events, as assigned by the CEO & Creative Director or Head of Artist & Audience Services.

Administration & Budgets

- Manage the assigned budget lines, tracking expenses, and ensure adherence to the budget.
- Support the programming department in any other administrative duties as required.

FRINGE WORLD Program Promotion and Publicity

- Work with the marketing and programming department team members to implement sales strategies and provide content for marketing campaigns.
- Program the artists for the FRINGE WORLD Media Call and collaborate with the Marketing Department and PR agencies to maximize outcomes of the event.
- Attend media briefings, radio and TV interviews when required to promote the FRINGE WORLD program.
- Maintain a thorough understanding of the events presented at the FRINGE WORLD Festival and provide program briefings to the CEO & Creative Director for speeches and media presentations. Ensure the program briefings show the scope and diversity of the FRINGE WORLD program.
- Compile FRINGE WORLD Program Highlights data.
- Closely monitor ticket sales, ensure targets are met at specified intervals and provide marketing assistance to events that require sales support.

Program Development and Engagement

- 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.
- Evaluate the success of events and contribute to post-project reports.

Team Collaboration and Management

- Collaborate closely with all internal departments delivering events to ensure seamless delivery.
- Support direct reports, setting clear performance expectations, conduct regular check-ins and provide constructive feedback.
- Oversee the training of direct reports.
- Ensure compliance with organisation policies of direct reports and manage any performance issues, following correct HR procedures.
- 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 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 2 years' experience working in an equivalent performing arts Producer role.
- Budget management experience.
- Familiarity with the technical requirements of live performance.

Skills

- Strong understanding of Fringe Festivals.
- 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.
- 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 operates primarily from the ARTRAGE HQ Office (616 Hay St Mall, Perth). This role will also be based across all relevant ARTRAGE event sites during the Festival Period. Ensure availability for regular evening and weekend work during the Festival period (21 Jan 2026 to 15 Feb 2026).

APPLICATION PROCESS

Please read the material carefully and email your application prior to the closing date with the following inclusions:

- A cover letter (max 2 pages) that addresses the Skills and Experience required for the role; and
- A current resume with contact details of two professional referees.

Applications are to be emailed to the following contact referencing the stated subject below:

TO: Tiffany Creasey
tiffany.creasey@artrage.com.au
SUBJECT: Producer

APPLICATIONS CLOSE: MONDAY 22 SEPTEMBER 2025: 10PM

ARTRAGE reserves the right to close applications earlier, if a candidate is sourced.

Applications received after the closing date will not be accepted. Applications can only be sent via email as a PDF (preferred) or Word doc with files not exceeding 2MB. Please do not attach ZIP or password protected files.

If you are unable to submit an application online or if you have any questions or queries regarding the application process or position, please email us at hello@artrage.com.au or call us on (08) 9227 6288.

By submitting an application for this position, you acknowledge and accept our Privacy Policy, which is available to view on our website.