

## POSITION DESCRIPTION

<b>Job Title</b>	Director of Programming
<b>Company</b>	Opera Queensland
<b>Location</b>	South Bank, Brisbane
<b>Reports to:</b>	Executive Director

### Primary Purpose of Role

The Director of Programming provides leadership, oversight and coordination of Opera Queensland's Mainstage, Learning, Regional and Community activities. Working closely with the CEO & Artistic Director, Executive Director and Head of Music, the Director of Programming is responsible for the planning, delivery and evaluation of Opera Queensland's programs ensuring they are of the highest quality, financially viable, operationally robust and aligned with Opera Queensland's strategic objectives.

The role leads the Programming team, bringing together all contracting, producing and event delivery functions, managing a team of producers to ensure seamless, efficient and integrated program delivery across the organisation.

### Values and Behaviours

<b>Creativity</b>	We create opportunities for artists, a space to play, experiment and be ambitious. We embrace difference, take risks, inspiring the community to explore and imagine new possibilities.
<b>Respect</b>	Our relationships are built upon listening, empathy, trust, and inclusiveness. Integrity is central to everything we do. We are accountable, committed and fair.
<b>Collaboration</b>	Opera is a multifaceted art form, requiring a myriad of different skills. Working with our partners generates new ideas and opportunities, enabling all to achieve more than we could alone.
<b>Virtuosity</b>	We are focused, rigorous and questioning. We are committed to the highest standard of excellence in our art and our business.
<b>Joy</b>	We delight in our work. Joy and happiness are a vital ingredient of what we do, create and give.

Key Responsibilities/Accountabilities	Performance Measures
<p><b>Programming and Delivery</b></p> <ul style="list-style-type: none"> <li>• Oversee program delivery across OQ activities including mainstage, learning, regional and community activities.</li> <li>• Contribute to the development of annual and multi-year programming plans aligned to Opera Queensland's artistic vision and strategic plan.</li> <li>• Oversee the development, planning and delivery of all artistic programs, ensuring projects are delivered on time, within budget and to the highest standards.</li> <li>• Ensure all programming activity meets access, inclusion, regional engagement and community participation objectives.</li> <li>• Develop and maintain strong relationships with regional councils, venues and partners.</li> <li>• As required, represent Opera Queensland as an ambassador at industry events, performances and meetings, locally and regionally.</li> <li>• Work closely with artistic, production, marketing, development, finance and HR teams to ensure coordinated and timely delivery of all programs.</li> <li>• Ensure timely and accurate communication of program information across the organisation.</li> <li>• Develop and maintain strong relationships with artists, agents, venues, partners, and community stakeholders.</li> <li>• Identify opportunities for partnerships, collaborations and co-productions that enhance Opera Queensland's artistic and strategic outcomes.</li> <li>• Ensure all programming activity complies with relevant legislation, industrial agreements, funding requirements and Opera Queensland policies.</li> <li>• Identify and manage risks associated with program delivery, including reputational, financial and operational risks.</li> <li>• Contribute to Board and Executive reporting as required.</li> <li>• Any other reasonable duties requested by the Executive Director.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful delivery of all programmed activity in line with agreed artistic, financial and strategic objectives.</li> <li>• Programs delivered within approved budgets and timelines.</li> <li>• Positive stakeholder, artist and partner feedback.</li> <li>• Effective internal communication and collaboration.</li> <li>• Strong, productive external partnerships.</li> <li>• Enhanced organisational profile and impact.</li> <li>• No significant compliance breaches.</li> <li>• Risks identified and managed proactively.</li> </ul>

Key Responsibilities/Accountabilities	Performance Measures
<b>Financial Management and Contracting</b> <ul style="list-style-type: none"> <li>• Oversee the preparation and management of all program and project budgets, in collaboration with the Chief Financial Officer</li> <li>• Monitor expenditure and report on budget performance, identifying and addressing variances in a timely manner.</li> <li>• Oversee the process of all artist, creative and program-related contracting, negotiations and agreements, ensuring compliance with legal, industrial and policy requirements.</li> <li>• Working closely with the Executive Director, oversee the management of complex deal structures and hire agreements relating to new commissions and productions for hire.</li> <li>• Oversee and contribute to funding applications, acquittals and reporting related to programming activity, as needed.</li> <li>• Develop and maintain statistical and analytical reporting required for all projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Budgets managed effectively with timely reporting maintained.</li> <li>• Contracts and licenses executed accurately, compliantly and on time.</li> <li>• Clear and timely financial and program reporting</li> </ul>
<b>Leadership and People Management</b> <ul style="list-style-type: none"> <li>• Lead, manage and develop the Programming team.</li> <li>• Establish clear roles, responsibilities and workflows to support integrated program delivery.</li> <li>• Provide mentoring, coaching and performance management to direct reports, fostering a collaborative, inclusive and high-performing team culture.</li> <li>• Work with the Executive Director to plan departmental resourcing and workforce development.</li> <li>• Provide oversight of the contact points for all Opera Queensland teams in matters relating to artists.</li> </ul>	<ul style="list-style-type: none"> <li>• High levels of staff engagement and performance.</li> <li>• Clear, efficient workflows and effective cross-departmental collaboration.</li> <li>• Positive team culture aligned with Opera Queensland values.</li> </ul>

**Travel and Outside Office Hours Work**

- Due to the nature of the organisation, it is a requirement of the position to attend and/or support events, productions, rehearsals and other business activities outside of normal office hours.
- Due to the nature of the organisation and this position, it is a requirement of the position to attend and/or support events, productions, rehearsals and other business activities outside of Brisbane City, including regional Queensland.

**Experience/Qualifications**

- Minimum of five years demonstrated senior-level experience in programming or arts management within a performing arts organisation or venue.
- Demonstrated producing skills across multi-strand portfolio including contracting and budget accountability.
- Strong leadership and people management experience.
- Strong empathy with artists and artistic processes.
- Excellent financial competency and contracting skills.
- High-level communication, negotiation and stakeholder management skills (oral and written), an ability to liaise effectively with stakeholders and dealing efficiently and tactfully with sensitive and confidential matters.
- Strong knowledge of the performing arts sector.
- Tertiary qualifications in arts management or a related field, or equivalent professional experience.
- Demonstrated high level interpersonal and communication
- Proficiency using the MS Office suite, particularly Outlook, Word and Excel
- Blue Card – Working with Children Check (or willingness to obtain)

**Direct Reports**

- Managing Producer LRC
- Managing Producer Mainstage
- Associate Producer
- Artistic Coordinator

**Key Relationships**

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|-----------------|--|
| <b>Internal</b> | <ul style="list-style-type: none"> <li>• CEO &amp; Artistic Director</li> <li>• Chief Financial Officer</li> <li>• Head of Music</li> <li>• Artistic Coordinator</li> <li>• Development, Artistic, Marketing, Production, Finance and HR teams.</li> </ul> |
| <b>External</b> | <ul style="list-style-type: none"> <li>• Artists, creatives and agents</li> <li>• Venues and co-producing partners</li> <li>• Community and regional partners</li> </ul>   |

**Role description approved by**

Executive Director

**Date**

16 January 2026