



POSITION DESCRIPTION

Job Title	Producer (Festival of Outback Opera)
Company	Opera Queensland
Location	South Bank, Brisbane
Reports to:	Director of Programming

Primary Purpose of Role

The Producer supports the Director of Programming to develop and deliver the Festival of Outback Opera and other regional programming activities of OQ. Working with the Director of Programming and the broader programming team, the role oversees the planning, coordination and realisation of activities and engagement initiatives across Queensland.

The Producer holds responsibility for contracting creative personnel and singers, managing project budgets, timelines and resources, and ensuring delivery aligns with Opera Queensland's artistic vision and strategic objectives. The role also identifies and drives opportunities to enhance impact and reach, including the development and integration of funding applications and acquittals, and ancillary programs that maximise audience engagement and project outcomes.

Values and Behaviours

Creativity	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.
Respect	Our relationships are built upon listening, empathy, trust, and inclusiveness. Integrity is central to everything we do. We are accountable, committed and fair.
Collaboration	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.
Virtuosity	We are focused, rigorous and questioning. We are committed to the highest standard of excellence in our art and our business.
Joy	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>Project delivery – Festival of Outback Opera and allocated projects</p> <ul style="list-style-type: none"> • Produce and deliver Festival of Outback Opera and other allocated OQ events across the year including scheduling, timelines, budget oversight and communication with creative teams including on regional touring programs and Festival of Outback Opera • Assist the Director of Programming to engage and contract artists, creative teams, contractors, suppliers, casual staff and internship students • Collaborate with internal teams to deliver events from start to finish to a high standard • Determine travel and accommodation arrangements for activities • Prepare, distribute and collate formal evaluation of programs • Record informal feedback from artists, venues and audiences • Maintain strong relationships with regional stakeholders • Collaborate with internal teams to deliver events to a high standard. • Provide producer support to other OQ teams as required 	<ul style="list-style-type: none"> • Timely and accurate development of event plans and schedules • Delivery of events and projects to a high standard • Timely delivery of technical requirements for all projects • Accurate gathering of data to inform evaluation and future planning
<p>Administration</p> <ul style="list-style-type: none"> • Maintain awareness of updates to the Live Performance Award 2020 and ensure requirements are applied to all designated events. • Draft applications and acquittals for Government funding, philanthropic and corporate support for projects as directed • Timely and accurate contracting of artists, creatives and casual project staff involved in allocated projects • Ensure timely invoicing and collection of fees from stakeholders • Ensure correct and timely information to assist payment for payroll remuneration, fees, royalties, and travel allowances as required for all project personnel. • Accurate and timely updating of budgets including monitoring income and expenses • Maintain data records in internal database (Arts Vision) for all allocated activities 	<ul style="list-style-type: none"> • Live Performance Award is adhered to for OQ events • Accurate and timely contracting • Accurate data entry is gathered, entered and maintained over project lifecycle • Delivery of required information to marketing team in a timely manner • Timely provision of information for music rights and licenses.

Key Responsibilities/Accountabilities	Performance Measures
<ul style="list-style-type: none"> • Liaise with marketing team with timely and accurate information to promote activities • Provide information to ensure music rights, licences and royalties are administered as required. • Ensure all project staff and artists as required have Blue cards. • Provide administrative support to other OQ teams as required <p>Workplace Health and Safety</p> <ul style="list-style-type: none"> • Take reasonable care of own health and safety and that of others. • Assist in Risk Assessments of allocated projects • Ensure the artistic and administrative teams being supervised or managed are aware of, understand and comply with OQ's WHS Policy. 	<ul style="list-style-type: none"> • Safe work practices observed
Travel and Outside Office Hours Work	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • Minimum 3 years of experience in either opera, festivals, regional touring or event producing with a strong understanding of all aspects of the production process. • Experience in delivering tours and projects in regional and remote areas • Experience in identifying and delivering funding application and acquittals • Demonstrated high level interpersonal and communication skills (oral and written) with experience drafting correspondence, an ability to liaise effectively with stakeholders and dealing efficiently and tactfully with sensitive and confidential matters. • Proven organisational skills and ability to prioritise own workload and to use sound judgement, managing competing demands and deadlines and delivering high quality outcomes. • Proficiency using the MS Office suite, particularly Teams, Outlook, Word and Excel. • Experience in the tourism sector will be well regarded. • Blue card – Working with Children Check (or willingness to obtain) • Valid Queensland driver's licence. 	

Key Relationships	
Internal	<ul style="list-style-type: none"> • CEO & Artistic Director • Executive Director • Head of Music • Programming team • Marketing, Production, Development, Finance teams
External	<ul style="list-style-type: none"> • Regional and Community Stakeholders

Position Description: Producer (Festival of Outback Opera)

	<ul style="list-style-type: none"> • Venues and Performing Partners • Local Councils • Travel agencies • Artists • Crew
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Role description approved by	Executive Director
Date	April 2026