



Position Title: Undercover Artist Festival: Festival Producer

Classification: Non award

Supervisor: Access Arts Chief Executive/
CPL Chief Experience Officer

About Access Arts

Access Arts, a wholly owned subsidiary under the umbrella of CPL, is an arts organisation with over 37 years' experience empowering people who experience disability or disadvantage to take part and excel in the arts. We believe that everybody deserves access to quality arts activity and the opportunity to work towards a career in the arts.

Undercover Artist Festival: Mission

Undercover Artist Festival seeks to build the capacity of artists and arts workers with disability in Australia.

Our objectives are to:

- Raise the profile of performing arts work created by artists with disability
- Build recognition of this work in Australia
- Bring this work to new audiences in Australia, including through strategic partnerships with major performing arts organisations
- Build the career capabilities of artists and arts workers with disability
- Build the canon of work created by artists with disability

About Undercover Artist Festival

Undercover Artist Festival, Australia's professional performing arts and disability festival, builds capacity of Australian artists and arts workers with disability and fosters social inclusion. The Festival is disability-led: <http://undercoverartistfest.com/>

First staged in 2015, Access Arts developed the idea for Undercover Artist Festival in consultation with a range of artists experiencing disability, arts workers who work with artists experiencing disability and Access Arts members. Collectively these artists and individuals expressed a need for greater presentation opportunities for professional performing artists with disability and better representation in the industry, particularly by Australia's major performing arts companies. After a highly successful event in 2021, the festival scheduled to return in 2023.



The two-year Festival cycle now includes creative and artist development activities – including workshops and grant opportunities – to build capacity; as well as the Festival itself which brings to together performing artists with disability from across Queensland and Australia to perform in front of audiences in a professional theatre environment.

Position Purpose

The primary purpose of the Festival Producer is to work with the Festival Director, Access Arts and CPL teams, and a range of other delivery partners to ensure Festival is delivered in a commercially and critically successful way. This pivotal role leads a number of back of house functions and manages budgeting and project planning, drawing on support from in-house functions as required.

The contract will commence at two days a week (0.4FTE), scaling up to four days a week (0.8FTE) as the Festival draws closer. The fixed term contract will conclude on 30 September 2023.

To support continuous improvement in the business performance of Access Arts and effectively contribute towards achievement of the organisation's vision and purpose.

Key Responsibilities

The following responsibilities are associated with this role for the duration of the advertised contract and for any ongoing contract:

- Work closely with the Festival Director and Festival Production Manager to deliver Undercover Artist activities, including but not limited to Workshop series, Creative Development Program, and Undercover Artist Festival 2023
- Develop and manage budget and reports on expenses and funding progress
- Support preparation of applications/submissions for funding sources as required and in conjunction with CPL Fundraising
- Build and maintain strong, collaborative and mutually beneficial relationships with partners to develop their commitment into agreements such as with Queensland Theatre, Brisbane Festival, and other bodies.
- Support Festival Director in identifying and engaging domestic/international producers and artists regarding potential productions
- Coordinate participation in Festival, including negotiating and contracting artists
- Negotiation and coordination with other third-party services including access providers, filming, audio and streaming companies
- Work closely with CPL Development and Marketing teams to ensure funding bodies and sponsors are appropriately recognised in marketing collateral as per their agreements
- Delivers the production of UAF and other UA activities
- Documentation of all activities to a standard and quality as to support planning and delivery of future events
- Develop COVID-safe plans and contingency planning



- Ensures UAF, its mission, programs and services are consistently presented in a strong positive way to relevant stakeholders
- Maintains effective communication within the organisation.
- Other duties as required from time to time to manage the delivery of UAF.

Supplementary Responsibilities

- Proactively contributes to identifying personal training and development needs and the means to address those needs, to maintain up to date knowledge, skills and abilities which ensure ongoing competence to achieve the required outcomes of the position as it develops.
- Contributes effectively to the promotion of equal opportunity and non-discrimination in the workplace.
- Contributes effectively to the identification, removal and reduction of workplace hazards and risks to ensure a safe and healthy work environment.
- Contributes effectively to the achievement of continuous improvement through adherence to the Quality Management System in all areas within the influence of the position.

Selection Criteria

Applicants must address the following criteria in writing to be considered for this position:

- A minimum of three years' experience of producing arts festivals is preferred.
- Project management, ability to prioritise, good written and numeric skills, ability to deliver accurate work within timetable.
- Excellent communication and organisation skills.
- Demonstrated ability to work in a team environment and also independently to deliver results.
- Disability awareness.

Key Customers

- Key internal customers – Festival Director, Access Arts Chief Executive, Coordinators and Administrators, Marketing and Development teams
- Key external customers – Queensland Theatre, Brisbane Festival

Additional Requirements

These do not need to be addressed in selection criteria but must be included in application:

- Eligibility to meet the requirements of a Department of Communities and Commission for Children and Young People and Child Guardian criminal history screening.
- Current 'C' class driver's licence and ability to travel preferred.