



## POSITION DESCRIPTION

<b>Position:</b>	Programming Director
<b>Reports to:</b>	Artistic Director
<b>Direct reports:</b>	Producers, Associate Producer, Programming Administrator
<b>Location:</b>	Brisbane Powerhouse, New Farm, Queensland
<b>Financial Delegation:</b>	\$5,000

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## BRISBANE POWERHOUSE

### *About Us*

Brisbane Powerhouse is Queensland's home for contemporary culture. With over 1,250 performances and events each year, we are one of the busiest arts venues in the Asia-Pacific region. We offer a year-round program featuring events across music, comedy, Writers+Ideas, dance, film, visual arts, cabaret, circus, and theatre.

We produce some of Queensland and Australia's largest events, including Brisbane Comedy Festival, Australian Performing Arts Market, MELT: A Festival of Queer Arts and Culture, and Wonderland Festival.

We help create events and experiences that couldn't exist anywhere else, including outstanding dining experiences, the adrenalin rush of a festival's atmosphere or the joy of witnessing a great performance. Our building is the hero of our story, and its uniqueness is represented in everything our audience encounters.

### *Our Values*

Personal  
Contemporary  
Awesome

### *Our Cultural Vision*

We belong to a place and time  
We have a foot in New Farm and a foot in New York  
We value enthusiasm and engagement  
We are builders, but we do not build alone

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## POSITION SUMMARY

The Programming Director is responsible for supporting the mission and objectives of the cultural program through management of specific projects, events and operational areas and promotes a culture of high performance and continuous improvement that values learning and a commitment to quality throughout Brisbane Powerhouse.



## **KEY ACCOUNTABILITIES**

### **Brisbane Powerhouse Strategic Objectives**

- Work in partnership with Artistic Director to ensure the development and delivery of a curated program balancing artistic integrity and excellence with best possible financial outcomes.
- Work in partnership with the Executive team, Leadership team and other departments to optimise results for the organisation, and attend all organisational meetings as required.
- Strategically develop and direct long term planning initiatives for successful delivery of the curated program to align with our cultural values and the Brisbane Powerhouse Artistic Charter.
- Lead effective communication processes across the whole organisation to promote smooth and efficient project development and implementation.
- Work in partnership with other departments to optimise results for the organisation, and attend all organisational meetings as required.
- Develop and expand the positioning of Brisbane Powerhouse as a commercial producer by leading the Programming team to identify strategic opportunities for commercial productions and drive discussions with potential partners.

### **Departmental Strategic Objectives**

- Source content, plan, produce and manage individual events or festivals within the cultural program as allocated by the Artistic Director to the highest artistic and technical standards.
- Identify opportunities for improvement, including systems and practices for all programming activities that fall within the position description and implement or recommend appropriate responsive action.
- Attend events as directed to source new product and to keep abreast of current developments in the performing arts sector.
- Deliver other tasks as assigned by the Artistic Director.

### **Human Resources and Financial Management**

- Lead and motivate the Programming team in its delivery of the Brisbane Powerhouse cultural vision and strategy.
- Direct and provide leadership, support and guidance to the Programming team members in achieving outcomes and workload requirements.
- Human resources activities including recruitment, inductions, professional development, and performance reviews.
- Direct and oversee all project and departmental budgeting and contracting processes, all timelines and schedules that relate to program delivery, and identify and resolve any problems as they occur.
- Oversee the engagement of artists and companies in the curated program and manage any external producers or program support staff working on individual projects.
- Ensure the organisation's programming approach complies with all relevant legislation and taxation laws.



## KEY CAPABILITIES

### Knowledge, Experience and Skills

- Extensive experience as a senior producer including the ability to deliver multiple complex projects.
- Thorough understanding of project/program management techniques and methods including performance evaluation.
- Strong understanding of the creative and operational demands of a precinct with multiple venues and priorities including developing and monitoring large scale budgets and financial reporting.
- Experience in with contract management relating events, artists and venue.
- Effective leadership and management skills with proven ability to motivate staff to ensure high level performances.
- Excellent communication skills with demonstrated ability to develop and manage strong internal and external relationships at senior levels.
- Commitment to working with shared leadership and in cross-functional teams.
- Excellent organisational and time management skills with the ability to effectively prioritise competing demands and manage multiple projects at a time.

### Qualifications/Licenses

- Tertiary qualifications in Arts Management or Culture Events or related area is highly desirable.
  - High level of computer literacy including working knowledge of databases, spreadsheets and other event management based software.
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## KEY RELATIONSHIPS

Internal: Leadership team and all departments.

External: Artists, contractors, promoters and suppliers.

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## POLICIES AND WORKPLACE PRACTICES

All Brisbane Powerhouse employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times. It is expected employees will:

- Uphold the Brisbane Powerhouse Values
  - Be respectful towards the organisation, colleagues, clients and general public
  - Act collaboratively with all colleagues
  - Act in safe and responsible manner at all times
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## TO APPLY

To apply for this role, please forward a cover letter addressing the Key Accountabilities and Capabilities and your curriculum vitae to [recruitment@brisbanepowerhouse.org](mailto:recruitment@brisbanepowerhouse.org). Applications close at 5pm on Monday 18 February.