

POSITION DESCRIPTION

Position:	First Nations Producer
Reports To:	Programming Director
Location:	Brisbane Powerhouse, Yagara Country, New Farm Q 4005

We acknowledge the Jagera and Turrbal peoples, the First Nation Traditional Owners of the land on which we gather. We pay respects to all Elders, past and present and acknowledge the young leaders who are working beside our Elders in our cultural industries.

BRISBANE POWERHOUSE

About Us

A magnificent 1920s power station reborn as an arts centre on the Brisbane River (Maiwar), Brisbane Powerhouse is a destination for contemporary culture and art.

With over 1,750 performances and events each year, we offer a program of music, theatre, comedy, dance, film, visual arts, in-conversation, and the digital arts.

Brisbane Powerhouse features two main stage theatres, three smaller performance venues, gallery spaces, two restaurants and bars, Powerhouse Store, corporate facilities and one of the best river views in Brisbane. Brisbane Powerhouse hosts major festivals and events, including the Brisbane Comedy Festival, Night Feast, and Melt.

Brisbane Powerhouse is a Brisbane City Council-owned venue. Brisbane Powerhouse Pty Ltd is committed to ensuring that all activities and property use align with our status as a registered charitable institution under the Taxation Administration Act 2001 (Qld), maintaining eligibility for relevant tax exemptions.

POSITION SUMMARY

The First Nations Producer supports the development, coordination and delivery of First Nations-led programs and year-round engagement at Brisbane Powerhouse. The role works closely with artists, producers and internal teams to strengthen cultural representation, build relationships and collaborate across a range of programs and events.

EDIGIBILITY

Identified Person

This is an identified Aboriginal and/or Torres Strait Islander position. Appointment to this role is restricted to applicants who identify as Aboriginal and/or Torres Strait Islander, in accordance with the Industrial Relations Act 2016 (Qld).

KEY ACCOUNTABILITIES

- Support the development and delivery of First Nations and/or Torres Strait Islander-led programs, and year-round Brisbane Powerhouse programming, working closely with the CEO/Artistic Director, Programming Director, Programming team, lead producers and artists
- Work closely with Brisbane Powerhouse First Nations Advisory Committee, and First Nations representatives in the Melt Reference Group and other Creative Associates tied to projects
- Coordinate production planning, including schedules, timelines, and key milestones
- Manage artist engagement processes, including briefings, communications, and confirmation of agreed deliverables
- Coordinate logistics for program activity, including rehearsals, travel, accommodation, and technical requirements
- Prepare and maintain production documentation such as run sheets, schedules, program briefs, and call sheets
- Support budget administration, including purchase orders, invoices, and cost tracking in collaboration with the Programming Director and the Programming Team
- Liaise with internal teams, including Production, Marketing, Ticketing and Front of House to support coordinated delivery
- Support culturally respectful production processes in line with agreed cultural protocols and self-determined approaches
- Maintain accurate records to support contracts, reporting, and funding acquittals
- Support on-the-ground delivery of programs and events, including troubleshooting and coordination during delivery periods

KEY CAPABILITIES

Knowledge, Experience and Skills

- Ability to work respectfully and effectively with First Nations artists, communities and collaborators
- Demonstrated understanding of First Nations issues and the nature of challenges experienced by First Nations artists working in the sector
- This is an identified position. Applicants must identify as Aboriginal and/or Torres Strait Islander and be accepted as such by their community.
- Demonstrated experience supporting the delivery of arts, cultural or live programs within a producing or project coordination role
- Strong organisational and coordination skills, including the ability to manage multiple priorities, timelines and program requirements
- Clear and professional communication skills, with the ability to liaise effectively with artists, colleagues and external stakeholders
- Sound understanding of production processes, including scheduling, logistics, documentation and basic budget administration
- Ability to work collaboratively across multidisciplinary teams and apply sound judgement, attention to detail and flexibility during peak delivery periods, including evenings and weekends

POLICIES AND WORKPLACE PRACTICES

Employees are required to comply with all Brisbane Powerhouse policies, procedures and workplace standards. This includes an expectation that employees will:

- Uphold and demonstrate Brisbane Powerhouse values
- Treat colleagues, artists, clients and members of the public with professionalism and respect
- Work collaboratively and constructively across teams
- Act safely, responsibly and in accordance with workplace health and safety requirements