

<b>Position:</b>	Creative Producer
<b>Location:</b>	The Pavilion Performing Arts Centre, 30 Eton Street, Sutherland, NSW, 2232
<b>Hours:</b>	Part-Time Position - 21 Hours per week  Due to the nature of the role, evening and weekend work form part of the ordinary hours of this role and are rostered subject to business needs.
<b>Reports to:</b>	Executive Director
<b>Direct Reports:</b>	Nil
<b>Salary:</b>	\$58,684.08 per annum plus superannuation
<b>Probation:</b>	3 months

## ABOUT THE PAVILION

Opening its doors in late January 2023 after a \$42M capital investment by Sutherland Shire Council, The Pavilion Performing Arts Centre is the premier performance venue in the south of Sydney.

Built on the site of the Sutherland Entertainment Centre, the all-new Pavilion boasts a brand new 686-seat theatre, a full fly-tower, workshop spaces, a stunning new entry forecourt and foyer with enhanced accessibility, private entertaining areas and a terrace bar overlooking the adjacent Peace Park.

The Pavilion presents a broad range of performing arts events across the year - comedy, musicals, theatre, music and family programming - both self-produced and by commercial and community hirers. The Pavilion also operates the boutique 160-seat Sutherland Arts Theatre located nearby on East Parade.

## POSITION OVERVIEW

The Creative Producer works within the Programming team to develop, produce and deliver innovative artistic content at The Pavilion and Sutherland Arts Theatre. This role plays a key part in activating all venue spaces, programming high-quality performances and community events that complement contracted hires and support broader cultural engagement.

The Creative Producer manages the creative and logistical delivery of in-house programming, while supporting artist relationships, production operations, and audience development. Through creative leadership and strategic planning, this role contributes significantly to The Pavilion's artistic identity, financial sustainability, and community impact.

## KEY RESPONSIBILITIES

### Creative Programming and Production

- Curate and produce a diverse program of performances, events, and creative activations aligned with The Pavilion's strategic vision and community focus.
- Identify, commission, and support artists and companies to present original works and collaborative projects.
- Activate underutilised venue spaces through pop-up, site-responsive, or non-traditional programming.

- Ensure creative projects meet audience needs, venue objectives, and align with cultural trends.
- Collaborate with internal teams and technical staff to ensure smooth delivery of all creative outputs.

#### **Project Management and Delivery**

- Oversee the end-to-end production process for in-house events and programs, including timelines, budgets, contracts, and operational requirements.
- Coordinate communication between artists, contractors, internal staff and stakeholders to ensure aligned expectations and smooth collaboration.
- Troubleshoot production or event issues and adjust plans to maintain artistic and operational outcomes.
- Manage risk assessments, artist briefings, and project evaluations to ensure safe, high-quality delivery.

#### **Audience Engagement and Marketing Support**

- Collaborate with the Marketing team to develop promotional strategies that build interest and attendance for programs.
- Contribute to audience development initiatives including outreach activities, community engagement projects, and education partnerships.
- Champion access, inclusion and diversity across programming to broaden audience reach.
- Support brand identity by ensuring programs reflect the values and creative ambition of The Pavilion.

#### **Budgeting and Financial Accountability**

- Plan and manage production budgets, ensuring effective use of resources while delivering strong artistic value.
- Negotiate contracts with artists, companies, and suppliers in alignment with financial guidelines.
- Monitor project expenditure and deliver post-event financial reporting to support accountability and planning.
- Identify opportunities for cost-sharing, grant funding, or co-productions that enhance creative capacity.

#### **Partnership Development and Sector Engagement**

- Build and maintain relationships with artists, arts organisations, cultural venues, and local government partners.
- Work to establish joint ventures and program partnerships that increase audience development and resource efficiency.
- Support the venue's positioning as a leading regional cultural destination.

### **ESSENTIAL SKILLS**

- **Artistic Programming and Curation** – Demonstrated experience in developing creative content for venues, festivals, or cultural organisations, with an understanding of artistic trends and audience needs.
- **Project and Production Management** – Proven ability to deliver projects from concept to completion, managing timelines, budgets, and logistics with attention to detail.
- **Stakeholder and Artist Collaboration** – Skilled in communicating and negotiating with artists, producers, technical teams, and community stakeholders.

- **Audience Development** – Knowledge of strategies to grow and diversify audiences through innovative, inclusive and community-responsive programming.
- **Financial and Contract Management** – Experience managing project budgets, negotiating artist agreements, and tracking expenses within organisational guidelines.

#### DESIRABLE SKILLS

- Experience in venue-based or festival production within a performing arts or live events context.
- Experience working with not-for-profits, local government or community arts initiatives.
- Skills in grant writing, co-productions, or philanthropic partnership development.

#### QUALIFICATIONS/CERTIFICATIONS

- A Working with Children Check for paid employment
- First Aid and CPR certification
- Class C Drivers Licence

#### PERFORMANCE GOALS

- **Deliver Innovative and Inclusive Programming**  
Curate a minimum of 6 in-house programs per year across a range of genres and artforms, with a focus on community engagement, cultural diversity, and audience growth.
- **Ensure Efficient Project Delivery and Financial Oversight**  
Deliver all creative projects within approved timelines and budgets, with financial reports and artist reconciliations completed within set timeframes.
- **Build Strategic Partnerships and Artist Networks**  
Develop at least 3 new collaborative relationships with external organisations or producers annually to support joint programming, touring, or creative development.
- **Grow and Engage Diverse Audiences**

Work with marketing and outreach teams to increase attendance and engagement across in-house events, with a focus on youth, multicultural, and access audiences.

#### HOW TO APPLY

To apply for this position, please email [recruitment@thepavilionarts.au](mailto:recruitment@thepavilionarts.au) with the following:

- Email Application Title: Creative Producer– YOUR NAME
- Please include your current resumé or CV.
- Please include a one-page cover letter that addresses the role requirements, as well as your skills and attributes that make you a strong fit for the position. In addition, we encourage you to highlight notable achievements from similar roles.