



POSITION DESCRIPTION

Position	Associate Producer, Programming
Department	Programming
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024 and its successors</u>
Award classification	Administration Grade 3.2
Remuneration	\$79,450 pa, plus 12% superannuation
Terms of engagement	14-month fixed term (parental leave replacement) in a full time (1.0 FTE) capacity
Work location	Geelong Arts Centre, 50 Little Malop Street, Geelong Costa Hall, Deakin University Waterfront Campus, Geelong
Date reviewed	September 2026
Approved by	Chief Executive Officer & Creative Director

ABOUT GEELONG ARTS CENTRE

We curate, support and present a diverse range of music, theatre, comedy and dance performances, as well as important cultural and arts practice dialogue, workshops, developments, community experiences and free public activations. Our work seeks to welcome every person in our community to engage, learn and express their creativity, making art a universal experience.

Geelong Arts Centre is the cultural heartbeat of Victoria's second-largest city. Established in 1981 as a Victorian Government statutory agency, we have evolved into Australia's largest dedicated regional performing arts complex. A landmark \$140 million redevelopment, completed in August 2023, quadrupled public space, installed world-class staging, lighting and acoustic systems, and created fully accessible foyers that link the historic Ryrie Street building with a striking new Little Malop Street façade designed in consultation with Wadawurrung Traditional Owners.

The campus now comprises four distinct performance venues supported by rehearsal studios, exhibition foyers and meeting and event spaces. Additional creative spaces include purpose-built rehearsal rooms, creative workspaces, and a range of hospitality areas including *Tutti*, our in-house café and restaurant which serves both the general public enjoying the precinct and our audiences pre-show.

Geelong Arts Centre curates a year-round season that pairs national and international touring productions with locally produced work. The Centre also commissions and co-produces work with producers from across the country. Core strands span mainstage theatre, contemporary dance, classical and popular music, children's and family programming, First Nations storytelling and multidisciplinary festivals. A large number of community events perform annually including schools and community ensembles alongside commercial promoters and touring artists.

Geelong Arts Centre is supported by a strong and growing philanthropic and corporate community who champion our work for and by the community. Community engagement and lifelong learning are embedded in our *Creative Learning* program which partners with educators from kindergarten to Year 12, offering curriculum-aligned performances, artist

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workshops and teacher resources. *Creative Engine*, the Centre's industry development hub, allocates seed funding, rehearsal space, mentoring and networking to emerging artists, sustaining a vibrant regional talent pipeline.

Access programs including Auslan-interpreted shows, relaxed performances, sensory-friendly matinees and ticket subsidies ensure that people of all ages, abilities and backgrounds feel welcome.

OUR PEOPLE

We want to make Geelong Arts Centre a place where people genuinely want to work — safe, supported, motivated, and inclusive. The Centre will invest in its workforce by building skills, capability, and organisational agility, while recognising and rewarding performance. We are committed to fostering a diverse, positive, and values-led culture that prioritises wellbeing, engagement, and development. We want to ensure a strong, capable, and inspired team drives the Centre's success.

At Geelong Arts Centre, our people embody four core values that drive everything we do. We are bold in our approach, embracing the freedom to challenge boundaries and think differently. Our welcoming spirit is reflected in genuine smiles that celebrate inclusiveness and our shared passion for creativity. We stay deeply connected by proactively engaging with arts and wider communities, facilitating meaningful exchange of ideas that enrich our cultural landscape.

Working as an ensemble, we value every team member's unique contribution as we strive toward our common purpose. This collaborative spirit extends to our commitment to professional development - we invest in structured learning pathways that help our people grow their skills and advance their careers. By bringing together diverse backgrounds, perspectives and experiences, we create an environment where creativity thrives and extraordinary cultural experiences come to life. Together, we're building a vibrant hub that connects global ideas with local stories and nurtures the artistic heart of our region.

See more in our [Strategic Plan](#).

RELATIONSHIPS

Reports to	Director, Programming
Supervises	The role includes supervisory responsibilities overseeing project staff and work experience students.
Internal Relationships	Senior Producer, Creative Learning, Families & Community Engagement, Senior Producer, Creative Industries and Programming, Senior Producer, Music, Development and Marketing team, Presenter Services and Production teams, Corporate Services and other teams and working groups as required.
External Relationships	National and local arts sector presenters, agents, promoters and artists. Schools and Department of Education. Key partners and sponsors. Artists, performers, community groups, key partners and sponsors. City of Greater Geelong and arts precinct partners

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POSITION OVERVIEW

The Associate Producer, Programming supports the Director, Programming and Senior Producers in the coordination, administration, delivery and presentation of Geelong Arts Centre's curated presenter programs. The Associate Producer will support the team with all administration, collation of information, scheduling and data entry for all curated presenter programs. The Associate Producer will be a direct contact for artists and producers across the programming streams ensuring clear communication of requirements for collaborations with Geelong Arts Centre.

As a member of the Programming team, the Associate Producer will work with a wide range of internal and external stakeholders to support the planning and delivery of scheduled programs and support innovative industry and artistic partnerships. The Associate Producer will create positive relationships across internal and external stakeholders and provide ideas and input into future programming initiatives.

The Associate Producer supports the creative strategy for activating the Centre's spaces, contributing ideas to help deliver an engaging and impactful program for our communities.

PRIMARY RESPONSIBILITIES

People and teams

- Be an active and supportive member of the team, working collaboratively with a level of autonomy in working on programs.
- Work closely with the Director, Programming and Senior Producer/s in all aspects of delivery.
- Provide supervision and guidance to contract / project staff, casuals, volunteers and work experience students.
- Collaborate closely with other teams to safely support and deliver successful programming and events and contribute to a positive culture.
- Provide clear, concise and well organised communications with all relevant internal stakeholders in order to support the delivery of well managed events.
- Provide input and support to working groups related to diversity, including with respect to First Nations Peoples, Disability/Accessibility and ensuring Centre spaces and programming are inclusive and welcoming to all.
- Work with other teams to support the planning and delivery of allocated programs and events, helping ensure they are safe, compliant, and successful, while contributing to a positive team culture.
- Provide support to the Director of Programming, assisting with the delivery of the organisation's strategic objectives and helping maintain continuity of programming in line with organisational goals.

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Program Planning

- Provide administration support to the Director, Programming and Senior Producer/s across all streams of programming and other projects.
- Provide creative input to the planning of the organisation's curated presenter programs including the activation of the Centre's spaces and the utilisation of digital platforms and programs to support local artists.
- Manage program delivery of small portfolio of allocated events, managing schedules, budgets, and finances; supporting marketing strategies; building partnerships with arts organisations and artists; and coordinating cross-departmental input to ensure cohesive, high-quality outcomes with strong attention to detail and clear communication.
- Support the planning, administration and evaluation of activities across the department including venue bookings, forward management of confirmed programs, use of databases and planning documentation.
- Support investigations and contribute to the planning of curated presenter programs.

Program Implementation

- Support the development and delivery of the presenter program by developing detailed event schedules, working with artists, liaising with internal stakeholders and providing 'hands-on' creative assistance.
- Coordinate allocated programs, with support from the Director, Programming and Senior Producers, assisting with the negotiation of contracts, confirming performance dates and liaising with companies and artists.
- Assist with proofing and administration for marketing, funding applications and acquittals, including assisting with post-program research and evaluation.
- Provide input to the development of marketing campaigns by sourcing material and liaising with artists/external producers.
- Liaise with internal stakeholders, including Presenter Services, Box Office, Marketing and Production/Technical teams. Maintain systems, processes and clear lines of communication with internal stakeholders.
- Assist with producing and project managing aspects of the program and providing onsite delivery support for programming events as required.
- Assist in booking accommodation, travel, artists, musicians, entertainment, Auslan interpretation and any other requirements for events as requested.
- Maintain databases, administer school bookings and artist liaison for Creative Engine as well as assisting with reporting relating to other areas of programming.



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Corporate Support

- Co-ordinate and administer procurement processes for the Programming team, ensuring creation of purchase orders, invoices and goods receipt are all completed in timely manner.
- Maintain databases, undertake KPI tracking and provide general administrative support across the team as required, including in relation to the Creative Learning program and other projects as directed.
- Undertake other duties or projects as reasonably requested.

Values, Governance, Safety & Risk Management

The incumbent shall carry out their duties in accordance with legislative and governance requirements, Centre policies, procedures and practices, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values.

Commitment to Health and Safety

- All staff are responsible for the reasonable care for their own health and safety and that of other people who may be affected by their conduct.
- Geelong Arts Centre is committed to providing a workplace that protects the physical and mental health, safety and wellbeing of our people, visitors and others who work for and with us. Our leadership is critical to promoting a safety culture that is inclusive, supportive, adaptive and free from harassment, discrimination and bullying and achieves positive safety outcomes for our people. Our executive and people leaders are responsible for providing and maintaining a safe and mentally healthy workplace culture where we take care of each other through supporting and providing a work environment where safety is prioritised.

Undertake other duties or projects as reasonably requested.

SELECTION CRITERIA

Essential qualifications and experience

To be successful in this position, you will have:

- Three years' experience in event management/arts administration.
- Demonstrated experience working with independent artists and / or major arts organisations.
- Demonstrated skill and experience in (associate) producing and project managing events, including artist and performer liaison.

Desirable qualifications and experience

- Tertiary qualification in a relevant discipline.



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- A working knowledge of schools and arts education programs.
- A working knowledge of school work experience programs.
- Some experience in working in, or with venues.
- Experience in artist lead initiatives.
- Experience in an educational environment and/or a performing arts organisation.
- Experience in working with individual artists and creatives producing new work.

Other requirements

- Flexibility in working hours to support daytime, evening, and some weekend work will be required as part of the normal hours of duty for this position.
- This role will be performed mostly on-site supporting the Centre's strong in-person team culture. Flexible working hours and an element of working from home will be considered as part of our Flexible Working Policy.
- The following checks, licences and certifications are required for this role:
 - Current and valid Working with Children's Check (employee)
 - The employee must provide evidence that they hold current certifications prior to commencing employment with Geelong Arts Centre. The employee must maintain currency of these checks, licences and certifications for the duration of their employment with Geelong Arts Centre.

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CAPABILITIES

Demonstrable behaviour, skills, knowledge and abilities in the following core capabilities:

Service Culture	A people first attitude; considers others' perspectives in making decisions and providing consistent quality advice and service; offers solutions and strategies that best serve the stakeholder needs.
Communicating with influence	Engages and energises others through confident and persuasive communication; confidently conveys ideas and information in a clear and interesting way, understands and meets the needs of target audiences (i.e. the right information to the right people), welcomes constructive feedback and sees things from others' points of view and confirms understanding.
Continuous improvement	Proactively improves the efficiency, effectiveness and quality of materials, processes and systems; fosters and encourages an environment in which creativity, innovation and diversity of thought are valued and rewarded.
Collaboration	Proactively supports working together, shares ideas and provides constructive feedback; respects and values others; encourages camaraderie, cohesiveness and connectedness.
Relationships building and teamwork	Establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communications, cooperates and works well with others in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position. Its purpose is to provide an outline of scope and responsibilities, at a point in time. The scope of the role may be altered from time to time in accordance with changing business requirements.

INSTRUCTIONS TO APPLICANTS

To apply for this role please use the [Careers](#) page of our website. To be considered for this opportunity, candidates must address the **Selection Criteria and Capabilities** requirements and follow the instructions on the Geelong Arts Centre website.