

## **CREATIVE PRODUCER – TE MATATI KI TOI ORA THE ARTS CENTRE**

An iconic arts and cultural organisation in Ōtautahi Christchurch, Te Matatiki Toi Ora The Arts Centre seeks a Creative Producer for its extensive annual programme of programmes and events. You will play a crucial role in crafting and executing events that enliven our numerous spaces, fostering community connections and celebrating diversity. You must have a strong background in creative production, impeccable administration skills, proven collaboration skills, and a passion for making programmes and events happen seamlessly. This mahi is essential for all Ōtautahi residents and the numerous tourists that visit The Arts Centre daily.

### **Mō te tūranga | About the Role**

Apply your finely honed arts administration and personal skills to take oversight of the production of Arts Centre programmes, festivals and events. You will deliver high-quality produced work (or assist partners with this), grounded in practical production practice, sound judgement, arts sector knowledge and networks, including cultural connections, alongside a demonstrated commitment to Te Tiriti o Waitangi, te ao Māori, professional and ethical practice.

In a dynamic environment you will have a proven ability to deliver high-quality programmes and events, grounded in practical production skills, sound judgement, arts sector knowledge and networks, alongside a demonstrated commitment to professional practice.

The role is full-time (40 hrs/wk).

### **Creative Oversight**

- Support the Creative Director in managing The Arts Centre's annual programme
- Realise creative ideas in collaboration with creatives and curators
- Lead or assist on the production of several programmes and events including (but not limited to) the school holiday programme, Festive Fun, Jazz Club, Matariki, Children's Day, Outdoor Cinema, Sounds of Salaam, May Music Month, Heritage Festival and Halloween
- Manage the self-funded residency and the Company in Residence programmes
- Translate creative concepts into feasible creative outcomes while protecting creative integrity
- Provide critical feedback and creative guidance to creatives to ensure production and presentation of Arts Centre presented events are of a high quality
- Contribute ideas for and/or devise programmes and events to raise revenue for The Arts Centre, activation of the campus and to address gaps in programming
- Be clear on any responsibilities that may be shared within the wider team and where each person has primary ownership to avoid duplication or gaps

### **Planning and Management**

- Plan, assist with calendar scheduling, create run sheets, ensure artists are booked, create artist agreements, create production plans and/or require the artist/s to provide

them (including internal requirement sheets), create invoice information and support the delivery of creative programmes and events (pre and post) to agreed quality standards and timelines

- Ensure that venues for Arts Centre programmes and events are booked into the appropriate calendar/s
- Complete rights management/permissions and investigate the needs for any special permits, licences, insurance etc. as needed
- Ensure artists are booked and that agreements are in place for assigned programmes or events
- Book travel and accommodation for creatives and arrange hospitality (eg bar) and catering for events, as required
- Identify resource requirements and risks for programmed events
- Coordinate schedules across staff, event hosts/casual staff, volunteers and suppliers
- Oversee food and beverage stock control, as required ensuring due processes are followed around the provision of alcohol and arrange hospitality (eg bar) and catering for events, as required

### **Programme Delivery**

- Oversee the organisational and production aspects of programmes and events and act as a liaison between creative team members, artists, suppliers or other teams to ensure all production logistics are effectively in place
- Coordinate technical production elements for productions such as lighting, sound, AV or exhibition design
- Troubleshoot creative or logistical issues as they arise
- Ticket programmes and events, as required
- Facilitate and manage external arts venue hire bookings ensuring all bookings are up to date and that users are happy with the service The Arts Centre provides

### **Relationship Management**

- Act as the primary point of contact for creatives and creative collaborators once a production has been agreed upon and scheduled ensuring the communication is timely and filed
- Confidently build, maintain and strengthen relationships with casual staff, volunteers, partners, other venues in the city, arts organisations, suppliers and community stakeholders ensuring that relationships are more than just 'transactional'

## **Compliance and Safety**

- Ensure programmes and events meet health and safety requirements, heritage compliance, legal obligations and licensing conditions
- Confidently manage risk assessments, insurance requirements (if needed) and accessibility considerations and uphold organisational standards

## **Financial Management**

- Manage budgets and advise the Creative Director on production costs and contingencies during the following years' budget drafting in September/October each year
- Monitor expenditure of assigned budgets and adjust plans as necessary to remain within budget
- Manage contracts, including joint venture and partnership agreements with creative partners
- Advise the finance team regarding invoicing, payments and any financial reporting in line with organisational practice

## **Nā tāu rourou | What will you bring?**

- Strong knowledge and proven experience within producing in the arts sector and event management industry
- Minimum of 5 years' experience in the arts sector, leading events, with a can do attitude
- Experience in high value customer events and dealing with a range of stakeholders
- Ability to coach and share skills and expertise
- Proficiency with Microsoft Office products including Word, Excel, and other organisational tools

## **Key Personal Attributes**

- Ability to balance ambition with feasibility
- Ability to translate bold creative ideas into high-impact events.
- Collaborative mindset and skills to build relationships across communities.
- Exceptional attention to detail, time management and the ability to juggle multiple priorities at the same time – this may require working in the evenings or on weekends
- Ability to make decisions in high-pressure environments, remain calm and effective under pressure, respond to change and recover quickly from setbacks