

Role Description

Producer, Contemporary Performance



Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Division/Branch/Unit	Sydney Opera House
Location	Sydney CBD
Classification/Grade/Band	Grade 3 Level 2
Kind of Employment	Enterprise Agreement – Temporary
ANZSCO Code	212112
PCAT Code	1119192
Role Number	W02988R02744
Date of Approval	December 2025
Agency Website	http://www.sydneyoperahouse.com

AGENCY OVERVIEW

The Sydney Opera House is an Executive Agency of the NSW Department of Creative Industries, Tourism, Hospitality and Sport. The Opera House is operated and maintained for the Government of NSW by the Sydney Opera House Trust, which is constituted as a body corporate under the Sydney Opera House Trust Act 1961.

The Sydney Opera House is a living work of art. A place of possibility and wonder - on and off the stage. We bring people together to be uplifted, empowered and entertained.

Our ambition is to be Everyone's House; where we aim to better understand and connect with community; to be a place where everyone feels welcome; to be future ready and to lead and inspire positive change.

To make this real, we are focused on four themes that underpin our organisational values (Creativity, Courage, Inclusivity, Integrity, Collaboration and Care):

- We better understand and connect with community.
- Everyone feels welcome here.
- We are future ready.
- We lead and inspire positive change.

PURPOSE OF THE ROLE

The Producer, Contemporary Performance is responsible for the effective management and presentation of projects that are part of the Contemporary Performance Program. The Producer, Contemporary Performance working to the direction of the Head of Contemporary Performance will manage projects through to successful completion including generating business cases, budgets, modelling revenue options, negotiating financial arrangements and contracts and working in close collaboration with the array of internal and external stakeholders involved. Whilst a broad artistic dialogue across the team occurs, the Producer, Contemporary Performance is a project leadership and delivery position, not a programming position.

KEY ACCOUNTABILITIES

- Working in close collaboration with the Head of Contemporary Performance, and other team members, develop year-round program to support the artistic and business planning objectives of the Contemporary Performance program stream, ensuring that financial, artistic and audience engagement objectives are met.
- Provide project leadership for Contemporary Performance events, and lead a diverse team of SOH staff and external stakeholders in the planning and operational delivery of all aspects of the project to ensure the highest levels of artistic, operational and financial success. Lead the operational planning and delivery of projects, including where necessary travel, accommodation, production, ground transport, artist scheduling, visas/immigration etc.
- Develop and maintain strong and productive relationships with local and international art centres, festivals and commercial and independent producers and artists. Identify, and, apply for, potential and relevant arts/cultural and other funding sources under direction from the Head of Contemporary Performance.
- Develop budgets for projects, including detailed costing of expenditure, soliciting estimates and quotes from others and modelling multiple revenue options. Be responsible for the control and management of the project budget through to project completion, including optimising revenue. Develop project business cases to substantiate project parameters and gain approval to proceed.

- Undertake post-event reporting and analysis, seeking input from all relevant stakeholders to capture key learnings with a view to ongoing improvement of festival scope and delivery.
- In collaboration with Head of Contemporary Performance, negotiate deals and contracts with artists, agents, publishers and project partners, ensuring all salient matters are agreed and accurately recorded. Ensure that any and all contractual obligations are clearly defined with artists and communicated to relevant team members
- Provide input into the development of marketing and publicity campaign plans and ensure the implementation is coordinated with all stakeholders and adapts nimbly to ticket sales and other factors as required
- Work on other projects in the Contemporary Performance program, and/or on projects within other art form areas as directed.

KEY CHALLENGES

- Balancing competing project timelines and priorities to ensure project deadlines are met and that operational and artistic planning obligations are balanced.
- Meeting the expectations of internal and external stakeholders whilst maintaining the artistic integrity, audience engagement and financial success of projects.
- Maintaining a year-round planning cycle for Contemporary Performance in a busy and complex organisation with many competing artistic and operational priorities.

KEY RELATIONSHIPS

WHO	WHY
Internal	
Head of Contemporary Performance, SOH Presents	To receive direction, guidance and advice on program planning and idea development. Undertake duties and tasks as assigned, working autonomously within the mandate given while keeping abreast of and involved in relevant operational planning and roll-out of projects as requested.
Director, Programming	To respond to directions from this role on all matters, discuss and receive guidance on delivery of programs.
Head of Programming Operations,	To respond to directions from this role on all matters, keep broadly involved on all relevant matters and to seek direction on matters related to process, systems, HR, administration, logistics and ticketing, planning and resource planning.
Other Program Heads & Producers and other Programming staff	To contribute to the broader objectives, and ensure integration of activities across the whole of the SOH Presents program, supporting other staff in a proactive and collaborative manner.
Senior Business Analyst and Business Analyst, Finance	To respond to directions from these roles on all matters, keep broadly involved on all relevant matters and to seek direction on matters related to budgets, event cases and financial management.
Marketing, Communications and Digital senior management and staff	To keep involved from early on, to work with on an equal basis respecting expertise and advice and to allow them to have the broad mandate to fully manage their portion of the project.
Production and Account Managers	To keep involved from early on, to work with on an equal basis respecting expertise and advice and to allow them to have the broad mandate to fully manage their portion of the project.
External	
Contract staff	To oversee as necessary.
Resident Companies, Presenters, Producers, Agents, and Promoters	To discuss projects, negotiate participation, develop and maintain networks.
The Arts/Entertainment Industry, Media and the General Public	To discuss projects, negotiate participation, develop and maintain networks.

ROLE DIMENSIONS

Decision Making

The Producer, Contemporary Performance has a degree of autonomy concerning the presentation of projects and programs approved by the Head of Contemporary Performance. The position can negotiate certain commercial arrangements, model revenue and co-develop marketing and pricing strategies and production/presentation plans with relevant colleagues. The position is given broad direction from the Head of Contemporary Performance, and is required to translate this into project delivery strategies. The position is accountable for ensuring the success of these strategies. Suggestions for program activities/content may come from own analysis of themes and trends, the Head of Contemporary Performance, Director, Programming, , SOH Presents team members, or any other source.

The Producer, Contemporary Performance:

- has the mandate to develop external relationships, partnerships and create and propose for approval programming projects that are within the set parameters
- follows the directions of the Director, Programming at all times
- works collaboratively with senior SOH team members including the Director, Programming, Head of Programming Operations and Business Management and Business Analyst to receive direction on matters relating to best professional practice, resourcing and operational requirements, financial and risk management and all other matters except those of artistic curation
- is able to negotiate and enter into financial commitments and contracts that are consistent with *both* the Delegations Policy and the approved project business case for the applicable project without reference to the Head of Contemporary Performance, providing such negotiations and contracts are consistent with the broad direction set by the Head of Contemporary Performance and consistent with SOH best practice
- is broadly authorised to make the necessary decisions in the operational planning and delivery of programming projects provided that decisions are consistent with policy, best practice and the general direction from the Head of Contemporary Performance

Reporting Line

Head of Contemporary Performance

Direct Reports

ESSENTIAL REQUIREMENTS

- A minimum of 5 years of experience in delivering or collaborating to a high-level on a program of arts projects.
- Sound knowledge of the contemporary performance and broader arts programming space, including but not limited to relevant artists, companies, genres, trends, arts festivals, venues, arts centres, arts companies and artists, both nationally and internationally
- Proven ability to successfully lead multi-layered projects in a complex stakeholder environment
- Proven ability and experience in developing and implementing project business cases and project budgets including modelling and optimising revenue
- Experience working collaboratively with marketing and publicity staff to achieve successful artistic and commercial outcomes

CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Foundational
	Work Collaboratively	Intermediate
 Results		
	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
 Business Enablers		
	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

Focus Capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	- Adapt existing skills to new situations - Show commitment to achieving work goals - Show awareness of own strengths and areas for growth and develop and apply new skills - Seek feedback from colleagues and stakeholders - Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Adept	- Tailor communication to the audience - Clearly explain complex concepts and arguments to individuals and groups - Monitor own and others' non-verbal cues and adapt where necessary - Create opportunities for others to be heard - Actively listen to others and clarify own understanding - Write fluently in a range of styles and formats

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Business Enablers Project Management	Intermediate	• Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans