

Position Description

Producer



Position Purpose

The Producer is responsible for the effective coordination and delivery of a year-round program of creative, cultural and wellbeing events at Royal Botanic Gardens Victoria. Leveraging the knowledge and insights of RBGV horticulture, science, cross cultural and learning staff and creatives and other partners, the role delivers an exceptional Program for the general public to support impactful visitor engagement with RBGV sites, collections and expertise.

Position Details

Position Title:	Producer
Position Number:	422114
Classification:	3.2
Employment Type:	Full Time, Fixed Term (12 months)

Division:	Engagement and Impact
Branch:	Programming and Audience Development
Work Location:	Melbourne Gardens and Cranbourne Gardens

Reports to:	Creative Producer Special Projects
Direct Reports:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Further Information:	
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About the Royal Botanic Gardens Victoria

For over 175 years, Royal Botanic Gardens Victoria has connected people with nature: originally at a heritage-listed landscape in the heart of Melbourne and, more recently, with the addition of a contemporary native garden set within a natural bushland reserve at Cranbourne. These sites are home to extraordinary landscapes, innovative public programming and world-leading plant science, horticultural science and conservation research.

Beyond their physical beauty, the Gardens also contribute to global and local biodiversity knowledge, through research, discovery, protection, cultivation and restoration of rare and threatened plant species,

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both ex-situ and in the bushland, and as the insurance policy for a state's unique flora pre- and post-bushfire recovery.

Royal Botanic Gardens Victoria is also the custodian of the \$340 million State Botanical Collection (including over 1.5 million preserved plants, algae and fungi), housed within the National Herbarium of Victoria, and is a hub for global plant knowledge, with internationally recognised biodiversity management and conservation research programs.

The Gardens is also a steward for irreplaceable preserved plant collections, plant records, seeds and knowledge required for future generations to thrive; and is increasingly known for innovative engagement programs that highlight the role of nature in underpinning individual and community wellbeing, whilst fostering social inclusion for community benefit. It is also dedicated to stimulating conservation action and contributing to climate resilience, lifelong learning and unique memories for all visitors, at every stage of their lives.

For further information about RBGV, please visit our website www.rbg.vic.gov.au

Context

The Division

The Engagement and Impact Division is responsible for curating the visitor experience at RBGV, demonstrating the impact of the organisation and generating revenue for RBGV. Its work positions RBGV to deliver effectively upon its public purpose mandate for cultural, educational, scientific, economic and tourism benefits for the state of Victoria and demonstrates our mission of safeguarding plants for the wellbeing of people and the planet.

The Branch

The Programming and Audience Development team is responsible for curating and delivering a year-round program of creative, cultural and wellbeing events, learning and participation programs and interpretation and placemaking projects. All programs are designed to be engaging, respectful, challenging, and relevant to audiences and to encourage a deep connection with nature, culture and science in new and different ways. They are informed by principles of program vibrancy, social inclusion and respect for the knowledge systems of the peoples of the Kulin Nation.

Key Accountabilities

- Contribute to the successful coordination, planning and delivery of innovative and engaging programs and major events at Melbourne Gardens and Cranbourne Gardens.
- Support RBGV's programming and audience development plan by managing and participating in onsite production and logistics such as event set-up and bump-out; including moving and transporting infrastructure, equipment and furniture, contractor supervision; risk and emergency management procedures; venue presentation; logistics; liaison with RBGV staff, contractors, partners, and stakeholders

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- Ensure successful, timely end-to-end delivery of RBGV's calendar of cultural programming and major events, including coordinating creative partners, suppliers, contractors, internal teams, and volunteers. These events may include Lightscape, Lightfall, Live at the Gardens major concerts, conferences, large-scale site-specific works and/or major cultural partnerships as well as wellbeing, participation, and community engagement programs
- Seek appropriate subject matter expertise from Aboriginal and Torres Strait Islander staff, RAP Working Group, Learning and Participation, Placemaking and Interpretation colleagues as well as Science and Horticultural and external experts during design and delivery of programs
- Contribute effectively to timely planning, reporting, and monitoring processes, including budgets as required
- Preparing post-event evaluation reports, reflecting on the experience of stakeholders to support increased organisational capability/resilience in relation to key events and participation programming
- Ensure projects, records and work activity are within acceptable risk levels
- Comply with regulations and standards including the Victorian Public Sector Code of Conduct and RBGV policies and procedures
- Work as a collaborative and creative member of the team, developing positive and professional staff and stakeholder relationships to achieve organisational priorities

Key Selection Criteria

Education / Qualifications / Specialist training

- A recognised industry or tertiary qualification in a discipline relevant to event production and/or demonstrated experience in major public events
- Minimum five years' experience in the production of large-scale events and public programs for diverse audiences

Experience / Knowledge

- High level expertise in producing and project managing, including experience in working on a range of artistic projects from concept through to completion
- Demonstrated logistics' and coordination skills in a complex event environment
- An understanding of event marketing, ticketing and technical requirements
- Expertise in risk management assessment, planning and practical implementation of event risk management procedures
- Knowledge of plants, sustainability, conservation, humanities or culture is desirable

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Skills & Attributes

- Strong written, verbal and interpersonal communication skills with an ability to engage with colleagues, partners and collaborators across a range of sectors
- Excellent organisational and project management skills with the ability to contribute to the ongoing improvement of event management processes at RBGV
- Ability to implement fresh, creative and interactive participation methods to communicate scientific and cultural concepts for internal and external audiences
- Well-developed relationship building skills with a demonstrated ability to deal with a diverse range of audiences and stakeholders in a calm, diplomatic and professional manner
- Solutions-focused with sound judgement, prioritisation, and problem-solving skills
- Strong budget-management skills, including the ability to create and monitor event budgets
- Flexible, collaborative approach

Other

- Requirement to work across locations with flexibility to work after hours and on weekends
- Police check

Privacy and Probity

RBGV affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

Records Management Obligations

You agree to comply with the Public Records Act 1973 during the course of your duty where you are required by law to preserve, manage and utilise public records of the state.

Child Safety

The incumbent must satisfy a national and international criminal checks. A current Working with Children check is required to adhere to the RBGV Child Safe Program, which includes a thorough safeguarding children and young people induction and online training to uphold the safety and wellbeing of children and young people. Upon appointment, all incumbents will be required to sign the RBGV Child Safe Statement of Commitment.

Other Reasonable Management Direction

In addition to the duties outlined above, you are also required to perform such other duties as may be directed by your supervisor or management provided these are within your competency or training.