

# POSITION DESCRIPTION

## PRODUCER – PROGRAMMING

### POSITION DETAILS

Date of Position Description	January 2026
Position Title	Producer – Programming I Programming & Venue Services
Position Grade	10
Directorate   Business Unit	Community and Culture I Community Hubs
Reports to	Senior Producer – Programming
Physical Requirements Category	Category 2 - Field Role with considerable Physical Requirements

### POSITION OVERVIEW

The Producer - Programming sits within the City of Parramatta's Community Hubs portfolio which encompasses PHIVE (5 Parramatta Square), Parramatta Town Hall, Wentworth Point Community Centre and Library (WPCCL), and the Yarra Community Centre, operating as a unified and connected network delivering inclusive, culturally rich and diverse, and high-quality community experiences. Team members work collaboratively across all hubs to support shared programming goals, coordinated visitor services and consistent operational standards.

This role contributes to a connected, community-centred ecosystem that enables creativity, cultural expression, learning and skills development, and civic participation across the LGA.

### KEY RESPONSIBILITIES

#### Role Specific

- Plan, project manage and execute a meaningful, high-quality program of tours, events, activations and experiences, to help drive visitation and positive outcomes for the City of Parramatta.
- Coordinate projects using robust, proactive and contemporary project management methodology, controls, risk management and reporting to ensure projects meet the approved scope and agreed expectations.
- Coordinate the development and maintenance of efficient, effective and accountable business systems to ensure the successful operation of the Programming team.
- Collaborate with Council units to ensure maximum programming alignment and opportunities which complement, and provide an integrated collaborative approach, maximising investment and opportunities.
- Contribute to the development of the strategy to grow and develop Council's programs, through partnerships, sponsorships and Council's events grants program to achieve impactful outcomes for the City of Parramatta.
- Participate and provide input and innovative thinking into the strategic planning and vision for Community Hubs programming and into other public facing events delivered by Council, and in partnership with external organisations.
- Coordinate tenders, formal request for quotations and calls for expressions of interest for program activities.
- Manage the coordination and engagement of all contractors, artists and suppliers to ensure the successful delivery of programs in accordance with Council's procurement policy and procedures, including insurance and public liability requirements.

- Collaborate with colleagues and partners to generate innovative concepts and ideas and bring them to fruition.
- Support the development of procedures, policy and project management strategies as they relate to project delivery.
- Lead an innovative and creative approach, researching marketing trends and opportunities, as they relate to programming and application.
- Support Marketing and Communications team to deliver all aspects of marketing campaigns as required.

#### Generic

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

## KNOWLEDGE

#### Qualifications

- Degree qualification in Event Management, Programming, Tourism, Business (or a related discipline) or a significant amount of comparable industry experience in a project lead capacity.

#### Skills

- Comprehensive understanding of the curation and delivery of programs, events, exhibition including the provision of sound and lighting, staging, site management, risk management and risk mitigation, public safety, security and crowd management.
- Comprehensive risk management and risk planning skills and ability to apply knowledge in the context of programming.
- Ability to foster and develop key relationships, coordinate multiple stakeholders and projects simultaneously, articulate vision and set appropriate goals to deliver results.
- Exceptional ability to communicate, negotiate, build relationships and influence others with an engaging approach and technique.
- Advanced problem solving and decision-making ability, including confidence in working with leaders to resolve high priority, and often sensitive and complex issues and conflict.

#### Experience

- 5+ years' experience delivering programs or events, or comparative programming activities in the arts, cultural or related fields, with a proven track record of achieving strategic objectives.
- 5+ years' experience in working with diverse, multidisciplinary teams and delivering services to a high standard to meet financial and other business performance criteria.
- Experience negotiating, managing and executing contracts and/or agreements, and delivery of partners contractual obligations.
- Experience in managing projects with multiple stakeholders in complex organisations, handling several

projects simultaneously and being able to prioritise key outcomes and deliverables.

- Demonstrable detailed understanding of the relevant legislative and regulatory requirements applicable to the designated area and the ability to practically apply this knowledge.