CITY OF PARRAMATTA

REQUEST FOR QUOTE (RFQ)

PARAMATTA LANES 2027

VISUAL ARTS PRODUCER

City of Parramatta
9 Wentworth Street, Parramatta NSW 2150 Australia
PO Box 32, Parramatta, NSW 2124
cityofparramatta.nsw.gov.au

ROLE OVERVIEW

City of Parramatta (CoP) is seeking an experienced Visual Arts Producer to support the curation, development and delivery of the Parramatta Lanes Arts Program for the 2027 festival cycle.

The Visual Arts Producer, working under the direction of the Major Events & Festivals Programming Team, will be responsible for the curation, coordination and presentation of the visual arts components for Parramatta Lanes 2027. This includes artist engagement, commissioning, installation delivery, stakeholder management and ensuring alignment with the festival's creative vision.

A key component of this role will be delivering the Inflatable Artwork Commissions program, which supports emerging artists by providing them with mentorship, pairing them with a production company and providing guidance to create new inflatable artworks. The Producer will work closely with selected artists on creative development, fabrication and production, whilst providing mentorship and facilitating opportunities for future festival appearances. This program provides artists with rare opportunities to produce large-scale work, expand their audiences and build professional experience with major festivals.

The role requires strong collaboration with internal CoP teams, external partners, artists and fabricators to ensure the program is delivered safely, on time and to a high creative standard.

EVENT OVERVIEW

Parramatta Lanes is City of Parramatta's flagship multi-night festival of eats, beats and arts, held annually throughout the Parramatta CBD.

The Visual Arts program contributes significantly to the festival's identity, providing audiences with engaging and culturally relevant artistic experiences (immersive installations, contemporary visual artworks and site-specific creative interventions) across multiple urban outdoor sites.

Event Details

Dates:	Wednesday 20 – Saturday 23 October 2027
Times:	5pm-10pm (Wed + Thu), 5pm-10.30pm (Fri + Sat)
Location:	Parramatta CDB
Attendance:	385,000+ in 2026

PROGRAMMING REQUIREMENTS AND RESPONSIBILITES

- Work with the Programming team to curate and produce a cohesive visual arts program across Parramatta CBD festival sites.
- Source, engage and contract artists, collectives and creative practitioners.
- Lead EOI process for the Inflatable Artwork Commissions for emerging artists.
- Lead commissioning processes including proposal development, creative briefs and concept refinement.
- Upskill and provide mentorship to emerging artists creating large-scale works, expanding their audience reach and increasing their earning potential.
- Form partnerships with interstate and international festivals to encourage loan arrangements.
- Collaborate with CoP teams on production logistics, risk assessments, WHS requirements, permits and compliance.
- Oversee fabrication, installation, de-installation and technical delivery.
- Develop and manage project timelines, milestones and budgets.
- Prepare run sheets, installation schedules, artist briefs and onsite documentation.
- Attend site visits and planning meetings as required.
- Act as on-site producer during festival dates, providing artist liaison and troubleshooting support.
- Participate in post-event evaluation and reporting.

SELECTION CRITERIA

- Experience producing and curating visual arts programs for festivals, public art environments or large-scale public events.
- Demonstrated project management capability, including managing multiple creative projects simultaneously.

- Experience commissioning artists and coordinating creative development processes.
- Strong understanding of WHS, risk, fabrication processes and public art installation requirements.
- Ability to work collaboratively across multidisciplinary teams.
- Experience working in outdoor, urban or night-time event contexts.
- Desirable: Experience working with inflatable artwork fabrication.
- Desirable: Experience mentoring emerging artists.

CONTRACT PERIOD + WEEKLY EXPECTATION

- This is a 12-month contract, commencing 18 January 2027, with the option to extend until December 2028.
- Role requirements include three days per week from late March 2026 for 12 months, with no hours allocated across December/January and approx. 38 hour weeks in October.
- Minimum two days per week in the office at 9 Wentworth St, Parramatta
- See table below for indicative hours:

Month	Days per week	Total Hours
January (2 weeks)	2	28
February (4 weeks)	2	56
March (5 weeks)	3	105
April (4 weeks)	3	84
May (4 weeks)	3	84
June (5 weeks)	3	105
July (4 weeks)	3	84
August (4 weeks)	3	84
September (5 weeks)	3	105
October (4 weeks)	5	154
November (4 weeks)	3	84
December	N/A	N/A
Contingency Hours	Allocated as needed annually	21
Total Hours		**994**

QUOTE REQUIREMENTS

Applicants must submit:

- A written response to the selection criteria
- An itemised quote aligned to scope and hours
    - **The total allocated budget is up to $71,400 + GST + 12% superannuation**
- ABN
- CV + Portfolio
- Insurance documentation (Workers Compensation and Public Liability)

Please note: Payment will be made in frequent recurring part-payments throughout the contract period.

SUBMISSION DETAILS

Submissions must be emailed to Rachel Chant, Team Leader Major Events & Festivals Programming (rchant@cityofparramatta.nsw.gov.au) by **midnight Sunday 6 December 2026. Interviews with shortlisted submissions will be held on Wednesday 8 December**.

If you have any questions, please contact Rachel Chant, Team Leader, Major Events and Festivals Programming (rchant@cityofparramatta.nsw.gov.au).