

ADELAIDE FESTIVAL **AF**

PRODUCER, OPERA AND SPECIAL PROJECTS



Adelaide Festival 2025. Image © Morgan Sette

t +61 (08) 8216 4444
f +61 (08) 8216 4455
info@adelaidefestival.com.au

Level 9, 33 King William Street
PO BOX 8221 Station Arcade
Adelaide SA 5000

adelaidefestival.com.au
ABN 70 858 334 347

ADELAIDE FESTIVAL AF

POSITION DESCRIPTION

APRIL 2026

ABOUT US

Taking place on the traditional land of the Kurna Nation of the Adelaide Plains, Adelaide Festival is Australia's International Festival.

For 65 years we have been the nation's major cultural drawcard, attracting many thousands of visitors annually: all making a pilgrimage to experience the finest international and national artistic endeavours.

Adelaide Festival is internationally recognised as Australia's pre-eminent arts festival. Alongside Edinburgh and Avignon Festivals, Adelaide Festival is cited as one of the top festivals in the world - providing audiences with the chance to see the most original and acclaimed artists working in the world today.

Our curated program includes Australia's largest, and only free, literary festival – Adelaide Writers' Week alongside a cross-section of theatre, opera, music, dance and visual art from artists of all backgrounds and cultures. Inclusivity, creativity, sustainability, trust and celebration drive our passion for delivering Adelaide Festival and Adelaide Writers' Week.

Since 1960, Adelaide Festival has also stood at the helm of artistic innovation, commissioning and championing groundbreaking new works and presenting them alongside the greatest established companies and artists.

ABOUT THE ROLE

This is a two-year fixed-term position with a variable full-time equivalent across the year.

The role is 0.8 FTE from April to July and full-time from August to March each year (The exact commencement and duration of the part-time arrangement may vary depending on operational requirements).

The Producer, Opera and Special Projects plays a key role in the planning and delivery of Adelaide Festival's opera productions and selected special projects. Working collaboratively across Programming, Production, Marketing, Philanthropy and Corporate Services, this position supports the realisation of high-quality artistic outcomes through detailed production planning, artist engagement, budget management, and logistical coordination within a dynamic festival environment.

This role is ideal for an experienced producer who enjoys managing complex live performance projects and working closely with artists, creative teams, and partners from Australia and overseas. With a strong focus on collaboration, organisation, and attention to detail, the Producer contributes to the smooth delivery of opera productions that meet artistic, operational, and organisational objectives while upholding Adelaide Festival's commitment to excellence.

ADELAIDE FESTIVAL AF

SELECTION CRITERIA

- Proven ability to manage artistic projects or productions within approved budgets
- Ability to manage live performance projects with high levels of complexity
- Excellent communication skills (written and verbal) and demonstrated ability to communicate and develop relationships with a diverse range of people, internally and externally.
- Demonstrated ability to plan, organise and prioritise work within tight timeframes with excellent attention to detail
- Well-developed knowledge of the performing arts in Australia and internationally, with strong artists, management, venue, promoter networks
- A working understanding of Opera/Music
- Driver's licence preferred

KEY RESPONSIBILITIES - Provide administrative and production support to the Programming team for Opera productions and other special projects including:

- Liaising with artists and agents regarding availability and interest
- Developing and managing budgets
- Ascertaining and contracting music rights, hires
- Negotiating terms and conditions for artists/personnel associated with the Operas
- Artist contracting
- Liaison and negotiation with partner organisations and venues
- Planning of rehearsal schedules and confirmation of rehearsal rooms
- If required, sourcing personnel and organizing auditions for non-singing roles
- Artist logistics in collaboration with the Program Administrator - including flights, accommodation, ground transport, travel exemption/cross border requirements, as applicable
- Management of companies when in Adelaide – airport/hotel arrivals, venue visit, main point of contact
- Liaising with the Production team regarding delivery of the opera in the venue
- Managing the invoicing process - artists, venues, royalties, etc.
- Artist hospitality - opening night party, welcome to country, distributing artist packs, meet & greet
- Per diem scheduling – arranging cash and bank transfers
- Liaising with Marketing to provide information for marketing and show programme purposes
- Managing artist complimentary tickets
- Providing details regarding tax and superannuation requirements to Corporate Services
- Maintaining financial, scheduling and other data in Festival software systems
- Forward planning and scoping for future Operas as directed by the Artistic Director
- The role from time to time may be asked to scope out and work on other specific projects

ADELAIDE FESTIVAL AF

Why join us

We believe in creating an environment where our people thrive - here's what you can look forward to:

- Inclusive, Creative & Collaborative Culture
- Up to six additional days of paid Festival Leave (subject to operational requirements and approval in accordance with the Festival Leave Policy)
- Flexible work-from-home arrangements
- Complimentary tickets and staff discounts
- Access to EAP and extra leave for wellbeing and support needs
- Free annual flu vaccinations

Join us in championing the arts and contributing to the cultural vibrancy of Adelaide. Be a part of a dynamic team dedicated to creating memorable experiences for audiences across South Australia.

HOW TO APPLY

Option 1: Apply via Seek (preferred channel)

Option 2: Apply via email - please submit the following documents to hello@adelaidefestival.com.au.

- **Subject line:** Application for Producer, Opera & Special Projects
- **A tailored cover letter:** Clearly outlining your suitability for the role and your interest in working with us
- **A current resume:** Including the names and contact details for a **minimum of two professional referees** - *We will not contact referees without the applicant's permission*

Please note that during the festival delivery period, out-of-hour and weekend work will be required.