

Hubs Producer

Position Description 2026

POSITION	Hubs Producer
LOCATION	303 Marrickville Road, Marrickville NSW 2204
REPORTS TO	Head of Programs
EMPLOYMENT STATUS	Full-time, Fixed-term Contract (15 th June – 4 th October 2026 End of Festival- possibility to extend)
DIRECT REPORTS	Nil
KEY AREAS	Artist & Sector Development; Festival Program Delivery

ABOUT SYDNEY FRINGE

Sydney Fringe is a major cultural organisation and the largest independent arts festival in NSW with over 450 events presented in over 70 venues across Greater Sydney each year. Since 2025, it is a designated Foundation Event of NSW, an accolade which recognises the vital work that Sydney Fringe contributes to the independent arts ecosystem. For over sixteen years, Sydney Fringe has provided vital platforms for independent, early-career and professional artists, championing access, expression and sector sustainability.

Our Values: Expression · Access · Connection · Integrity · Excellence

ROLE DESCRIPTION

The Hubs Producer sits at the heart of Sydney Fringe's venue-based programming, ensuring curated works are supported from confirmation through to bump-out.

Working within the Programs team, the Hubs Producer focuses on the Fringe-managed venues, colloquially known as Hubs. They will project manage curated shows across several venues, including the *Made In* program, touring works from partner festivals, and invited touring works. They will also advise on our First Nations program, *Yalgali*. The Hubs Producer will guide these works through the festival process, providing support across technical production, venue liaison, marketing strategy and community engagement, ensuring strong artist satisfaction throughout.

The Hubs Producer will also work with the Head of Programs and Programs Coordinator to develop and deliver key artist-facing and industry engagement events within the festival. These may include social and networking events, industry sessions, workshops or masterclasses. This is a new stream within the Programs portfolio, designed to connect Fringe artists to local industry in a meaningful way.

The Hubs Producer will also assist the broader Programs team in the delivery of Hub programs as needed.

KEY RESPONSIBILITIES

Hubs Program Delivery

- Project manage the delivery of curated programming within Sydney Fringe managed venues (Hubs), including the *Made In* program, touring works from partner festivals, and invited productions.
- Support the successful delivery of Hubs programming by coordinating timelines, stakeholders and operational requirements.
- Assist the Programs team in the broader delivery of Hubs programs as required.
- Liaise with venues, technical teams and artists to coordinate production requirements and ensure smooth delivery of all Hubs events.
- Develop and distribute venue information including technical specifications, spatial details and operational guidelines.
- Support communication between internal teams (Programs, Marketing, Ticketing, Operations) to ensure aligned delivery of Hubs programming.
- Ensure program timelines are met, maintaining cross-team alignment with Marketing, Finance, Ticketing, Access and First Nations workstreams.
- Collaborate with the Head of Programs to ensure all contract commitments are registered, implemented and delivered.

Artist Support & Experience

- Act as the primary point of contact for artists presenting within Hubs, guiding them through the Sydney Fringe festival process.
- Provide advice and support across technical production, venue operations, marketing approaches and audience development.
- Maintain regular communication with artists to identify needs, troubleshoot issues and ensure a high level of artist satisfaction.
- Support artists with marketing approaches in collaboration with the Marketing team.
- Identify opportunities for targeted audience and community engagement strategies in response to specific programming and demographics.
- Collaborate with artists to develop tailored approaches to reach relevant communities and audiences.
- Work with the Marketing team to hand over clear audience insights, engagement strategies and community considerations for campaign implementation.

Professional Development & Sector Engagement

- Work with the Programs team to design and deliver artist and industry engagement initiatives.
- Deliver events such as workshops, masterclasses, networking opportunities and industry gatherings.
- Engage guest speakers and industry professionals to contribute to professional development programming.
- Project manage the delivery of professional development events within the festival.

Financial Management

- Work with the Finance Director and Head of Programs to manage program budgets relevant to the Hubs portfolio.
- Monitor and track expenditure, ensuring cost efficiency and financial accountability across Hubs programming.

Operations, Risk & Compliance

- Collaborate with the Production Manager and Head of Programs on risk, safety and compliance frameworks.
- Ensure all programming activity adheres to contractual, legal and organisational policies.

Access & Inclusion

- Work closely with the Head of Programs and Access Advisory Panel to embed accessibility across programming.
- Support the development and delivery of First Nations programming in collaboration with the First Nations Coordinator.

General

- Work collaboratively across departments to ensure integrated festival delivery.
- Contribute to a positive team culture aligned with Sydney Fringe's strategic vision and values.
- Represent Sydney Fringe at industry events, panels and sector forums as required.

KEY SKILLS & KNOWLEDGE

- **Program & Project Management:** Demonstrated ability to manage multiple projects simultaneously, delivering arts programs on time and within scope.
- **Artist Liaison & Relationship Management:** Strong interpersonal skills with experience supporting artists and producers, maintaining clear communication and fostering positive working relationships.
- **Venue & Production Knowledge:** Practical understanding of venue operations and technical production requirements, with the ability to coordinate between artists, venues and technical teams.
- **Stakeholder Engagement & Collaboration:** Proven ability to work collaboratively across teams and with external partners, ensuring aligned and effective program delivery.
- **Audience Development & Community Engagement:** Ability to identify target audiences and develop community engagement strategies in response to programming, with an understanding of how to translate insights into marketing outcomes.
- **Arts Industry Knowledge:** Strong understanding of the independent arts sector, including producing processes, touring work and the needs of artists working in festival contexts.
- **Communication & Problem Solving:** Excellent written and verbal communication skills, with the ability to troubleshoot issues, manage competing priorities and respond to challenges in a fast-paced environment.
- **Administration, Systems & Attention to Detail:** High level of organisation with experience managing program information, documentation and data for ticketing, marketing and reporting purposes.
- Values consistent with the goals and philosophy of Sydney Fringe.

QUALIFICATIONS & EXPERIENCE

- At least 3 years' relevant experience in producing or arts administration, at an independent level or within a festival context.
- Demonstrated experience working with artists to produce arts projects.
- Demonstrated experience in cultivating positive relationships with venues and artists to create mutual value.
- A well-developed contact base with established venue relationships in the local and wider arts sector.
- Preferred: experience with Propared, Eventotron, Xero, and/or Microsoft 365.

HOW TO APPLY

Applications should respond to this position description, address the selection criteria, and include:

- A covering letter and current CV (no more than 3 pages combined).
- The names and contact details of two professional referees.

Applications should be submitted as a single PDF document, titled with your name and the position title, and emailed to hq@sydneyfringe.com. Please use the subject line: "Hubs Producer Application: [Your Name]".

Due to the high volume of anticipated applications, only shortlisted applicants will be contacted. Closing date is 29 May (we will be interviewing on an ongoing basis prior to the closing date.)

For questions regarding this position, please contact Sydney Fringe Operations Manager Jamie Livingstone at jamie@sydneyfringe.com.

DIVERSITY & EQUAL OPPORTUNITY

Sydney Fringe is committed to building a diverse and inclusive workplace. We welcome and encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, people with disability, people of all ages, genders and sexual orientations.

All applicants will be considered on the basis of merit, qualifications, and the ability to carry out the responsibilities of the role, regardless of race, colour, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information or marital status.