

Associate Producer – Fixed Term Contract

Position Description – June 2026

MELB INT'L JAZZ FEST

About the Melbourne International Jazz Festival

Since its inception in 1998, the Melbourne International Jazz Festival (MIJF) has played host to the world's leading modern masters of jazz; seen the profile of many Australian artists soar; nurtured the aspirations of many local emerging musicians; and broadened the reach of the live jazz experience across all ages and across diverse communities.

MIJF is the largest jazz festival in Australia, with a national and international reach. The festival draws more than 60,000 people to 100+ performances over 10 days, bringing together over 500+ masters and innovators of jazz from all over the world. It takes place in 30+ venues across Greater Melbourne, including recital and concert halls, public squares, jazz clubs, and the laneways of the CBD.

The festival has a commitment to providing pathways for Australian jazz and its practitioners, plus a strong social contract that sees the delivery of a wide range of free and family-oriented events. The 2026 Festival will take place between 16 – 25 October, with the full program launching in August 2026.

What is the fundamental purpose of the job?

The Associate Producer plays a key role in the successful delivery of the Melbourne International Jazz Festival program, providing end-to-end coordination of artist logistics, programming administration, and sector development initiatives.

Working within the Programming and Projects team, the role ensures the seamless execution of the festival's live events and performances by managing artist contracting, travel and accommodation, schedules, and on-ground logistics, while maintaining strong relationships with artists, agents, venues and partners. The Associate Producer also supports the delivery of local council projects and artist development programs, contributing to the festival's broader artistic and strategic objectives.

This role is critical to ensuring a high-quality artist and stakeholder experience, enabling the festival to deliver a complex, large-scale program with professionalism, care and efficiency.

The successful applicant will have a passion for live music and events, experience in producing and/or festival administration, and a proven ability to effectively communicate with a range of different stakeholders. The role suits a proactive, detail-oriented individual who thrives in a dynamic, fast-paced environment. A strong interest in and knowledge of jazz and the music industry more broadly will be highly beneficial, but not essential.

The role, reporting structure and key interactions

Position Title	Associate Producer (Fixed Term)
Location	Office 4, 5 Blackwood Street, North Melbourne
Remuneration	\$72,500 pro rata (plus superannuation)
Contract Term	14 July – 30 November, 2026 (approx.)
FTE	0.7 FTE, scheduled as: July – August: 4 days p/w September – October: full time (with increased duties and weekend work during festival dates 16 – 25 October) November: 3 days p/w
Reporting to	Executive Producer
Working with	Festival Director & CEO, General Manager, Producer (Special Projects), Marketing & Partnerships Manager, Business & Development Administrator, Marketing Coordinator, Production Manager, Production Coordinator, Ticketing Coordinator
Managing	Hospitality Coordinator, Transport Coordinator, Artist Liaisons
Stakeholder relationships	Externally, the position liaises with artists, artist management, agents, venue managers and education institutions
Applications contact	Tom Browne, Executive Producer (tom@melbournejazz.com – 03 9001 1388)

MIJF has a small core team of dedicated and enthusiastic professionals. The usual hours of work are 10:00am-6:00pm Monday to Friday. However, the nature of working for a festival and requirements of this position require a degree of flexibility, and some evening or weekend hours will be required, especially during the festival period. There is a commitment to cross-organisational support from all team members, and all team members may be required to assist with other areas of operations from time to time.

What are the typical duties of the role?

Programming and Festival Administration

- Coordinate artist contracting process
- Negotiate contract terms with artists/management where required, in consultation with the Executive Producer
- Obtain and maintain artist technical and hospitality riders
- Deliver on-the-ground artist management, including recruitment and supervision of artist liaisons
- Coordination of hospitality and ground transport in collaboration with the Hospitality and Transport Coordinators
- Act as the primary contact for on-ground artist-related issues
- Manage the annual visa application process, including liaison with artist management and Live Performance Australia
- Manage accommodation requirements, including special requests from artist management
- Manage artist schedules, including flights, accommodation, rehearsals, meals, performances, workshops, publicity, talks, and signings
- Coordinate merchandise sales with artists and venues

- Ensure accurate data collection and reporting for music licensing compliance
- Attend festival events as an MIJF representative, as required
- Work collaboratively with the Executive Producer, Production Manager, Production Coordinator, and broader MIJF staff on the delivery of local council events

Artist Development Programs

- Support the delivery of key artist development initiatives, including Take Note and the First Nations Artist Residency program, in collaboration with the Executive Producer
- Project manage Take Note, including coordination of mentor/mentee relationships, school workshops, and professional development activities

Reporting

- Report regularly on progress, outcomes, and issues to the Executive Producer
- Support the preparation of programming and project reports and data for the Post-Festival Report, sponsors, government acquittals, and other stakeholders

General

- Engage fully in the Melbourne International Jazz Festival, which by the nature of the festival means extended hours and expanded duties during the festival period
- Coordinate volunteers and interns, as required
- Attend festivals, events, performances, exhibitions, industry gatherings, and philanthropic activities, as required throughout the contract term
- Any other relevant duties as directed by the Executive Producer or Festival Director & CEO

Key selection criteria

- Demonstrated experience delivering live events or festival programs, ideally within an arts or cultural context
- Proven ability to manage complex logistics and coordinate multiple stakeholders
- Strong organisational skills with the ability to manage competing priorities and deadlines
- Excellent written and verbal communication and relationship management skills
- High level of attention to detail
- Experience supporting or delivering artist development or community-focused programs (desirable)
- Knowledge of the arts, music, or cultural sector, particularly jazz or related forms (desirable)

About Role Statements

As MIJF evolves to meet the changing needs of the festival environment, the roles required of all its staff will evolve. As such, staff should be aware that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

MIJF is an equal opportunity employer. Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.

Inherent Physical Requirements

The physical requirements of this position are consistent with those of a producer role in a major arts organisation. You agree to advise us of any pre-existing injuries or conditions that may arise that might inhibit you in the physical requirements of the position, or any other access needs that you might have.

How to Apply

Potential applicants are encouraged to contact MIJF Executive Producer, Tom Browne, to discuss their application or ask any questions on (03) 9001 1388.

To apply, please combine your Resume, a Cover Letter and a response to the Key Selection Criteria into a single document and email it to tom@melbournejazz.com.

Applications will be assessed on a rolling basis, so we encourage you to get your application in prior to the due date where possible. Applications close at **5:00pm on Monday 29 June 2026**.