

## Production Coordinator – Fixed Term Contract

Position Description – July 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 Production Coordinator plays a key role in supporting the planning and delivery of the Melbourne International Jazz Festival, coordinating production systems, technical requirements, venue operations and supplier communications. Working closely with the Production Manager, the role helps ensure that production information is accurate, up to date and effectively communicated across the festival's venues, artists, suppliers and crew.

In the lead-up to the festival, the role focuses on production administration, including maintaining schedules and documentation, coordinating technical and backline information, and supporting communication between artists, venues and suppliers. During the festival period, the focus shifts to hands-on event delivery, supporting venue operations, coordinating equipment movements, overseeing production activity and assisting with the resolution of on-the-ground operational issues.

The successful applicant will have experience in live event or festival production, combining strong organisational and administrative skills with practical production experience. The role suits a proactive, solutions-focused individual who enjoys working collaboratively, communicates effectively with a wide range of stakeholders, and thrives in a fast-paced live event environment.

### The role, reporting structure and key interactions

<b>Position</b>	Production Coordinator (Fixed Term)
<b>Location</b>	Office 4, 5 Blackwood Street, North Melbourne
<b>Remuneration</b>	\$76,000 pro rata (plus superannuation)
<b>Contract Term</b>	7 September – 30 October 2026 (approx.), working a total of 26 days over the contract period
<b>Reporting to</b>	Production Manager
<b>Working with</b>	Executive Producer, Associate Producer, Special Events Producer, Festival Delivery Assistant, Logistics Runner, Casual Production and Event Crew, Artists, Venues
<b>Applications contact</b>	Tom Browne, Executive Producer ( <a href="mailto:tom@melbournejazz.com">tom@melbournejazz.com</a> – 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?**

### Production Coordination & Scheduling

- Assist the Production Manager with festival planning, scheduling and production administration.
- Maintain accurate festival production schedules and documentation across production management systems
- Coordinate the distribution of production schedules, technical information and operational updates to venues, artists, suppliers, contractors and crew.
- Manage updates to production schedules and ensure relevant stakeholders are informed of operational changes in a timely manner.

### Technical & Supplier Coordination

- Coordinate the collection, management and distribution of artist technical riders, backline requirements and venue specifications.
- Liaise with artists, venues and suppliers regarding technical requirements and production schedules.
- Coordinate backline, staging and production equipment requirements between artists, suppliers and venues.
- Support the Production Manager in the allocation and movement of production resources across festival venues.

### Festival Operations & Delivery

- Support the delivery of festival events across multiple venues throughout the festival period.
- Coordinate and carry out equipment deliveries, collections and transfers between venues and suppliers.
- Oversee production activities at allocated venues and provide support to venue staff, contractors and crew.
- Monitor implementation of production schedules and assist with troubleshooting operational issues.
- Act as a key point of contact for production-related matters during festival delivery.
- Support stage managers, producers, venue staff and technicians to ensure events are delivered safely, professionally and efficiently.

### 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.
- Work openly and collaboratively with all members of the MIJF team, artists, venues, suppliers and contractors.
- Any other relevant duties as directed by the Production Manager, Executive Producer or Festival Director & CEO.

## Key Selection Criteria

### Essential

- Demonstrated experience in live event, venue or festival production, with broad technical knowledge across areas such as sound, lighting, staging and event operations.
- Proven ability to coordinate complex production logistics, including schedules, equipment, crew, suppliers and venue requirements across multiple stakeholders.
- Strong organisational and administrative skills, including experience maintaining accurate production schedules, documentation and operational records.
- Excellent communication and relationship management skills, with the ability to work effectively with artists, venues, suppliers, technicians and festival staff.
- Demonstrated problem-solving ability, initiative and adaptability in a fast-paced live event environment.
- A collaborative, hands-on approach and willingness to support stage managers, producers, technicians and other crew to ensure the successful delivery of festival events.
- Experience with backline and musical instrumentation requirements, and an understanding of artist technical needs.
- Current unrestricted driver's licence and willingness to drive festival production vehicles.

### Desirable

- Experience using Smartsheet, Airtable, Artifax or similar production management systems.
- Experience working on multi-venue festivals or large-scale live events.
- Technical operator experience in audio, lighting or vision systems.

## 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 production 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 Cover Letter and CV/Resume into a single document and email it to [tom@melbournejazz.com](mailto:tom@melbournejazz.com).

Applications close at **5:00pm** AEST on **Monday 20 July 2026**.