



SENIOR PRODUCER – PROGRAMS & SITE ACTIVATION

POSITION DESCRIPTION

Montsalvat is an artistic community spanning nine decades of continuous creative practice. Montsalvat offers art classes, studio places and short-term residencies to a wide variety of experienced and aspiring artists, alongside numerous events and private function facilities across three dozen unique, heritage-listed buildings and five hectares of stunning grounds. The organisation also stewards a significant permanent collection and a unique built environment that informs all contemporary activity on site.

The Senior Producer is a key member of the management team, responsible for the planning, production and growth of Montsalvat's artistic and revenue-generating programs. Working closely with the CEO, studio artists, partners and internal teams, the role translates artistic direction into realised outcomes across venue hire, exhibitions, events, public programs and site activations.

The role balances creative production, commercial awareness and organisational coordination, ensuring Montsalvat's program remains distinctive, well-executed and financially sustainable.

This role is not responsible for setting the overall artistic vision of Montsalvat, but for ensuring artistic ideas, opportunities and partnerships are effectively developed, delivered and monetised.

Alongside the CEO, Manager Operations and Manager Arts Education, the role forms part of the Senior Management Team responsible for Montsalvat's operations and sustainability.

Employment Details

Employment Type:

Full-time ongoing role (38 hours per week), including regular weekend and out-of-hours work as required.

Reports To:

Chief Executive Officer

Location:

Montsalvat, Eltham VIC, with some flexibility available by agreement.

Remuneration:

Remuneration is \$80,000 - \$85,000 pa, depending on qualifications and experience, plus superannuation as per current legislation.

(Currently 12% Superannuation)



Responsibilities

General

- Support the CEO in delivering Montsalvat's strategic direction through high-quality program outcomes and revenue-generating activity.
- Contribute as a member of the Senior Management Team to ensure sustainable financial and operational outcomes.
- Provide leadership and direction to relevant staff, contractors, volunteers and stakeholders involved in program delivery.

Program Production & Delivery

- Lead the planning, scheduling and delivery of Montsalvat's artistic and public program across exhibitions, events, artist initiatives, venue hires and site activations.
- Translate artistic ideas, partnerships and opportunities into clear, deliverable projects with defined timelines, budgets and outcomes.
- Ensure all program activity is well-produced, coordinated and delivered to a high standard.
- Work closely with the Manager Operations to ensure feasibility and effective delivery within the operational and heritage constraints of the site.
- Oversee the planning and delivery of key seasonal and major program moments across the year.

Creative Spaces & Artist Development

- Manage and evolve the Creative Spaces Program, strengthening engagement with studio artists and residents.
- Develop pathways for studio artists to present work, participate in exhibitions and contribute to public programming.
- Support the incubation of new artistic work that can translate into strong public outcomes and revenue-generating activity.
- Foster strong relationships with Montsalvat's artistic community and support a collaborative site culture.

Revenue & Program Growth

- Drive earned income through program activity, including exhibitions, ticketed events, workshops, site activations & Montsalvat's private Functions contractor.
- Develop and manage program budgets, forecasts and revenue targets.
- Identify and develop opportunities that increase visitation, participation and financial return.



- Work closely with Marketing & Development to align programming with audience growth and income objectives.
- Contribute to grant applications, fundraising initiatives and acquittals relevant to program activity.

Venue Activation & Partnerships

- Oversee the integration of artistic programming with venue hire and commercial activity, ensuring alignment between cultural and financial outcomes.
- Maximise the strategic use of Montsalvat's spaces through coordinated scheduling and activation.
- Develop and manage relationships with artists, organisations, partners and funders that support program delivery and growth.
- Identify opportunities for collaboration that enhance Montsalvat's profile, reach and sustainability.

Program Administration & Reporting

- Oversee administrative processes directly related to program delivery and site activation, including scheduling, contracting, budgeting and coordination.
- Ensure accurate and timely reporting on program performance, attendance and financial outcomes.
- Maintain effective communication and documentation across all program activity.

Leadership & Collaboration

- Work closely with the CEO as Montsalvat's primary strategic and activation lead, providing production capability and delivery focus.
- Collaborate closely with the Manager Arts Education to identify and develop pathways between education, studio practice and public programming, strengthening artistic participation and audience engagement across the organisation.
- Collaborate with Manager Operations to ensure alignment between program ambition and site capability.
- Support a collaborative, responsive and delivery-focused organisational culture.
- Foster strong working relationships across all departments and stakeholder groups.

OH&S Compliance

- Ensure all program activities comply with OH&S requirements in conjunction with the Senior Management Team.



Direct Reports

Program & Administration Coordinator
Program Coordinator (Film & Photography)
Casual program delivery staff as required

Key Interdependencies

Chief Executive Officer
Manager Operations
Manager Arts Education
Marketing & Development Coordinator

Key Contract Relationships

Financial Services contractor (in relation to program activity)
Catering & Events Management contractor (currently Essential Catering & Events)
Event, production and program-related contractors as required



KEY SELECTION CRITERIA

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What You'll Bring - Essential

- Demonstrated experience producing and delivering public arts programs, events or creative projects within an arts, cultural or venue-based environment.
- Strong project management and organisational skills, with the ability to manage multiple projects, timelines and stakeholders simultaneously.
- Demonstrated ability to develop and manage program budgets, revenue targets and financial reporting.
- Experience building productive relationships with artists, creative practitioners, partners, funders and stakeholders.
- Strong communication and interpersonal skills, with the ability to work effectively across creative, operational and administrative contexts.
- Demonstrated ability to foster a collaborative, creative and accountable team culture with a focus on delivery and outcomes.
- Experience supervising and supporting staff, contractors, volunteers or project teams.
- Ability to work flexibly and effectively within a dynamic, multi-use cultural environment.
- Demonstrated understanding of audience development, public engagement and revenue-generating program activity.
- Strong written communication skills, including experience contributing to reports, funding applications or acquittals.

What You'll Bring – Desirable

- Understanding of arts practice across one or more disciplines including visual arts, performing arts, literature, music, community or experimental arts.
- Experience working within hybrid cultural/commercial organisations or heritage environments.
- Familiarity with artist studio programs, residencies or artist development pathways.
- Experience working within small-to-medium arts organisations or evolving cultural institutions.
- An affinity for Montsalvat's history, artistic community and future direction.



PHYSICAL REQUIREMENTS FOR POSITION

POSITION TITLE: **Senior Producer**
 TASK DESCRIPTIONS (Tick relevant frequency)

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties	✓▪		
Reading tasks	✓▪		
Writing tasks	✓▪		
Sitting (extended periods)	✓▪		
Walking/standing (briefly)	✓▪		
Walking/standing (extended)	✓▪		
Driving car/utility/truck		✓▪	
Lifting/carrying duties (light)		✓▪	
Lifting/carrying duties (heavy)		✓▪	
Lifting/carrying on uneven surfaces		✓▪	
Pushing/pulling tasks (light)		✓▪	
Pushing/pulling tasks (heavy)		✓▪	
Bending/kneeling requirements		✓▪	
Handling Grease and Oils			✓▪
Chopping or digging			✓▪
Climbing stairs/ladders/scaffolds		✓▪	
Exposure to dust/dirt		✓▪	
Exposure to hazardous materials			✓▪
Exposure to noise		✓▪	
Repetitive arm/wrist/hand movements		✓▪	
Other (please specify)			