

Position Description

Position	Executive Producer
Reports to	General Manager Creative, Programming and Production
Direct reports	Producers, Programming Coordinator
Department	Programming and Production
Status	Permanent, Full-time. Non-Award.

Background

QMF is a pioneering music and cultural tourism agency dedicated to harnessing the transformative power of music for building stronger communities and a brighter future. Celebrating over 20 years of community transformation, QMF is at the forefront of driving social change through music. Originating as a state-wide biennial festival, we have evolved into an incubator for innovative music, cultural, and social programs. Our signature initiative, QLD Music Trails, pioneers music and cultural tourism by curating unforgettable experiences where renowned artists perform in breathtaking Queensland locations. We create a journey where music transcends boundaries, connecting people to their heritage and each other, as we embark on extraordinary adventures through the heart of Queensland's diverse landscapes

Purpose

To engage communities throughout Queensland in collaborative processes of social, economic, and cultural development that draw on the unique power of music to create measurable outcomes.

- To elevate the cultural identity of Queensland through the co-creation of iconic, placemaking music events across the State.
- To facilitate collaboration between relevant arts sector organisations and
- Individuals to deliver our objectives in a manner that is high-quality, cost-effective and aligned to community aspirations

Vision

QMF will be an essential part of Queensland's cultural and tourism ecosystems, co-curating and delivering enduring and impactful experiences for locals and visitors.

Mission

To contribute to the vitality of Queensland through iconic music and cultural experiences that amplify our State's diverse identity and cultivate connection to our distinct places

Values

Integrity	We do the right thing.
Tenacity	As collaborators, we accept the challenges of leading from the front.
Distinctiveness	We are trailblazers and we're inspiring everyone to join us.
Unity	We all rise together. We empower each other to reach our potential.

QMF: QLD MUSIC TRAILS

Position Purpose

The Executive Producer holds a pivotal senior leadership role in the arts and cultural tourism sector. The role is responsible for planning, overseeing, and operationally delivering all QMF events, including the annual Qld Music Trails program.

This role involves engaging with key stakeholders and integrating their diverse inputs to deliver artistically dynamic and inclusive programs that showcase, amplify, and enhance the cultural identity and creative capacity of all Trail locations.

As the leader of a core team of Producers and a seasonal workforce, the Executive Producer ensures the seamless integration of planning, production, and programming elements required to deliver transformational experiences.

Responsibilities

Area	Responsibilities	Success measures
Programming	<ul style="list-style-type: none">Accountable for the operational planning, timelines, and workflow processes to ensure the efficient delivery of an annual program of events.Ensure the programmed elements of the Qld Music Trails remain within budget and potential resource constraints do not negatively impact the wider programming and production budgets.The program elements align with the curatorial direction and reflect the distinctiveness of each Trail personality.Integrate stakeholder contractual requirements into the annual program of events effectively.Accountable for the pre-event and post-event debriefs, reporting requirements and acquittals.Oversee the producers in managing venue engagement, liaison, and contracting processes.Promptly address or escalate any conflicts or concerns that potentially impact the program of events or QMF's reputation.Oversee on-site event management (including planning) and workforce coordination.	<ul style="list-style-type: none">Successful delivery of Qld Music Trail program of events to the pre-agreed milestones approved by GM Creative, Programming, and Production.Trails and events are delivered in line with agreed financial KPIs.Data quality and reporting timeliness, and active dissemination of learnings.

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Area	Responsibilities	Success measures
Leadership	<ul style="list-style-type: none"> • Lead and cultivate a healthy, respectful, and high-performing team. • Develop effective workload plans and timeframes, delegating tasks as necessary to support the team, while ensuring deadlines are met. • Accountable for effective workforce plan for event delivery, including adequate resourcing and rostering against the safety and risk principles. • Proactively foster unity and collaboration across cross-functional teams. • Empowering team members to grow individual strength and contributions. 	<ul style="list-style-type: none"> • Performance and development agreements in place, and quarterly review cycles being met. • Achieves aggregated 360-degree leadership assessment results in the 75th percentile, demonstrating strong leadership effectiveness and cross-functional (peer) recognition.
Systems and processes	<ul style="list-style-type: none"> • Oversee the contract management system to deliver timely, accurate, compliant contracts for artists, sole traders, venues, and suppliers. • Develop and implement policies and procedures aligned with industry best practices. • Collaborate with the Head of Prod/Tech to support a production procurement process that ensures equitable opportunities for local suppliers while securing competitive rates. • Develop systems to support continuous improvement practices, positively impacting cross-functional internal departments and external stakeholders. • Oversee the EOI (Expression of Interest) planning and process for stallholders, artists, and production inclusions. • Execute safety responsibilities, authority, and duty of care obligations per QMF's Health, Safety, and Wellbeing System. 	<ul style="list-style-type: none"> • Management and maintenance of policies, procedures, and SOP management reviewed iteratively and annually. • Schedule of process improvements agreed and met. • Ongoing development of the contract management system for department requirements reviewed iteratively and annually.
Organisational requirements	<ul style="list-style-type: none"> • Role model QMF values and demonstrate professional standards and ethical behaviour. • Comply with QMF policies and procedures, including Workplace, Health and Safety directives and 	<ul style="list-style-type: none"> • Ensures compliance with, and role models behaviours relating to legislation, standards, regulations, policies, and procedures.

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Area	Responsibilities	Success measures
	<p>practices and Employee Code of Conduct.</p> <ul style="list-style-type: none"> Maintain an environment that is respectful and inclusive, and free from harassment, discrimination, and bullying. 	

Selection Criteria

Education/Certification/Essentials

- Degree qualified in relevant field, events or arts management, or equivalent experience in festival management and delivery.
- Working with Children Check (WWCC) is desirable but not essential.

Job Knowledge/Ability

- Extensive experience in high-level event and project management, including planning, producing, and overseeing major events across sectors such as festivals, music, exhibitions, entertainment, community initiatives, theatre, or performing arts.
- Proven curation skills demonstrated in a festival or similar environment, with the ability to create innovative and engaging programs aligned with strategic objectives.
- Accomplished business judgment to identify and respond to challenges and opportunities, advancing QMF's purpose.
- Accomplished leader capable of thriving in a high-pressure environment and inspiring a high-performing team to achieve ambitious goals.
- Strong emotional intelligence, empathy, and self-awareness to build relationships, solve problems, and resolve conflicts in complex initiatives.
- Outstanding communication and interpersonal abilities, to build cohesive teams, manage stakeholders, and drive collaboration across diverse groups.
- Proven experience in developing and managing budgets, forecasting, financial reporting, and monitoring variances across multiple programs.
- Effective negotiation and contracting skills, with artists, stakeholders, contractors, and suppliers.
- Ability to be flexible for working evenings, weekends, and or public holidays as determined by the annual program of event dates and during delivery.

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Capabilities

Capability	Description	Proficiency
Leadership (creativity)	Drives creativity and innovation. Builds capability for creative advantage.	Accomplished
Leadership (people)	Inspires people to follow. Achieve results through others.	Accomplished +
Leadership (relationships)	Monitor the effectiveness of stakeholder engagement and communication plans, adjusting when necessary to respond to changing needs.	Accomplished
Project management	Applies the project management competence independently, primarily in complex situations. Recognised as authoritative by others and called on by others for advice.	Authoritative
Agility	Reassesses objectives, processes, and tactics leveraging creativity and analytical thinking to anticipate challenges and opportunities.	Accomplished
Personal growth	Navigates complex challenges with expertise, while continually refining capabilities to expand influence within QMF.	Accomplished
Health, safety and wellbeing	Leads an inclusive workplace where health, safety and wellbeing is promoted and holds others accountable	Accomplished

Key Stakeholders

Internal	External
Marketing and Communications Team	Aboriginal and Torres Strait Islander communities
Tourism, Government, and Commercial Team	Arts and Cultural Sector
Communities and Impact	Tourism Sector
Programming and Production Team	Government (Local)
QMF employees	Regional communities
	Non-Government Organisations (community organisations)
	Vendors, suppliers
	Contractors, sub-contractors