



Auckland Pride

Role: Executive Producer

Reporting to: Executive Director

Salary: \$92,500

Full Time Fixed Term Employment

Location: 281 Karangahape Road, Auckland CBD

He Angitūtanga: The Opportunity

We are seeking a highly skilled and motivated Executive Producer to join our team and take the lead in overseeing the production aspects of Auckland Pride Festival. The Executive Producer will play a pivotal role in shaping the festival's artistic vision, managing external producers working within our owned programmes, and cultivating strong relationships with our venue partners. This position requires a dynamic individual with a proven track record in event production, strong leadership abilities, and a passion for promoting diversity and social justice.

As this is a newly established role within the organisation, the responsibilities outlined may shift as the role is embedded into the organisation. The expectation is that the Executive Producer will be flexible with this process, and will be prepared to get involved in every area of the organisation.

Ngā Whetū: Our Goals

Key goals for the role are to:

- As a leader, contribute to a workplace that is professional and positively reflects the values of the organisation within the work.
- Ensure Auckland Pride's initiatives and pursuits are informed from a Production lens from the outset.
- Develop and maintain Auckland Pride's processes and systems for the festival.
- Serve as the primary point of contact for our Owned Programming venue partners and producers.
- Ensure a streamline Online & In-Person Festival Registration Process, and the successful delivery of the Auckland Pride Print Programme.

Key Responsibilities include:

1. Management of External Producers & Event Organisers:

- Oversee and support external producers working within our owned programmes, including Pride Elevates, Te Tīmatanga, and Pride Connects.
- Provide guidance, mentorship, and resources to external producers to ensure the successful planning, execution, and evaluation of their events.
- Foster a collaborative and supportive environment for external producers, encouraging creativity, innovation, and inclusivity in their programming.

2. Venue Partner Management:

- Manage relationships, needs, expectations, and liabilities of Te Tīmatanga, Pride Elevates and Pride Connects venue partners, including Auckland Live, Q Theatre, and Basement Theatre.
- Serve as the primary point of contact for our Te Tīmatanga, Pride Elevates and Pride Connects venue partners, liaising closely with their teams to coordinate event logistics, technical requirements, and venue agreements.
- Ensure compliance with venue policies, health and safety regulations, and licensing requirements for all festival owned programmes and assets.

3. Budget Management and Financial Planning:

- Develop budget templates and speculative budgets for comparable shows, assisting artists and producers in budget planning for their events within the open access festival.
- Monitor and track expenditure against budget allocations, ensuring financial accountability and transparency throughout the festival within Te Tīmatanga, Pride Elevates and Pride Connects.
- Work collaboratively with the Operations Manager and Festival Director to prepare funding applications, grant proposals, and sponsorship pitches, leveraging specific production expertise to secure financial support for the festival.

4. Developing New Venue Partnerships

- Conduct thorough assessments of potential new venues approaching Auckland Pride Inc. (API) to determine their suitability for hosting festival events.
- Negotiate partnership terms working closely with Festival Director and prepare dynamic and compelling partnership proposals, matched to API strategy and values.
- Evaluate factors such as venue size, facilities, accessibility, location, and alignment with Auckland Pride's mission and values.
- Utilise production expertise to assess logistical feasibility, ensuring venues meet technical requirements and standards expected for Auckland Pride Festival.
- Collaborate closely with venue management teams to conduct site visits, assess venue layouts, and address logistical challenges.
- Work with the Festival Delivery Team to identify opportunities for creative collaboration and innovative programming at new venues.

- Support API in making informed decisions about partnering with new venues to enhance the overall impact and accessibility of Auckland Pride Festival.

5. Resource Management and Production Efficiency:

- Utilise production skills and industry knowledge to optimise resource allocation, streamline production processes, and maximise operational efficiency.
- Identify opportunities for cost savings, revenue generation, and resource optimization, contributing to the long-term sustainability and growth of the festival.
- Implement best practices in production management, risk mitigation, and contingency planning to ensure the smooth and successful delivery of festival events.

6. Community Engagement and Programme Development:

- Oversee the Event Producer responsible for delivery for the Auckland Pride March, ensuring the successful planning, execution, and evaluation of the event.
- Provide guidance, mentorship, and support to the Event Producer, helping them navigate the complexities of producing a large-scale community event.
- Produce community engagement wānanga, patron events, and the annual programme launch in November, collaborating closely with the Festival Delivery Team (Event Producer, Festival Coordinator) and Partnerships Manager.
- Foster meaningful connections with Takatāpui, MVPFAFF, Queer Pasifika, and Rainbow Communities, ensuring that their voices and perspectives are represented and celebrated throughout the festival.
- Actively seek feedback from independent producers and venue managers on Auckland Pride's production processes and delivery to inform the development and evolution of the festival's programming and initiatives.

7. Festival Registration

- Develop and implement an online and in-person festival registration process for Auckland Pride Festival, ensuring clear-cut off dates for artists to engage meaningfully with the organisation, empowering the digital producer to manage content.
- Collaborate with the Auckland Pride Core Team to establish guidelines and criteria for event registration, including requirements for promotion, marketing, and inclusion in the festival print program.
- Oversee the production of registration materials, including online registration forms, information packets, and promotional materials, ensuring they are informative, user-friendly, and accessible.
- Coordinate with venue partners and external stakeholders to secure registration venues and meeting spaces for in-person sign-ups and meetings.
- Establish clear timelines and deadlines for festival registration, promotion, and marketing activities, ensuring alignment with the overall festival timeline and schedule.
- Provide support and guidance to artists, performers, and event organisers throughout the registration process, answering questions, providing resources, and facilitating collaboration and networking opportunities.

- Monitor registration data and metrics, tracking sign-up rates, event diversity, and other relevant indicators to inform decision-making and improve future festival planning processes.

Qualifications & Experience

We invite passionate and dedicated individuals to apply for the role of Executive Producer at Auckland Pride. If you have a background in event production and a commitment to promoting identity, belonging, social justice, and arts advocacy, we encourage you to consider this opportunity. Auckland Pride values diverse candidates and strives to create an accessible and supportive environment for career development and growth. While we are seeking an ideal candidate with a blend of the qualifications and experience outlined, we are eager to hear from anyone who shares our vision and enthusiasm for creating a vibrant and inclusive festival.

Join us in shaping the future of Auckland Pride and making a meaningful impact in our communities.

- **Proven Experience:** 3 - 5 years in event production, with a track record of successfully managing large-scale festivals or similar events.
- **Leadership Skills:** Demonstrated ability to lead and mentor a team, fostering a collaborative and inclusive environment.
- **Budget Management:** Strong financial acumen with experience in developing and managing budgets, securing funding, and ensuring financial accountability.
- **Venue Management:** Expertise in managing relationships with venue partners, including negotiating agreements, coordinating logistics, and ensuring compliance with regulations.
- **Production Efficiency:** Knowledge of best practices in production management, resource optimization, and risk mitigation to enhance operational efficiency.
- **Community Engagement:** Experience in engaging with diverse communities, including Takatāpui, MVPFAFF, Queer Pasifika, and Rainbow Communities, ensuring their representation in event programming.
- **Te Tiriti o Waitangi & Cultural Competency:** A deep commitment to honouring Te Tiriti o Waitangi by fostering strong relationships with whanau, hapu, and iwi, and creating space for Maori to exercise their rights. Demonstrated understanding and application of tikanga Maori, including embedding whanaungatanga, manaakitanga, and rangatiratanga in all activities. Experience working with and supporting tangata whenua and tauwi (non-Maori) in a manner that respects and uplifts Maori voices, histories, and aspirations.
- **Flexibility:** Ability to adapt to evolving responsibilities and actively participate in all areas of the organisation as needed.
- **Communication Skills:** Excellent verbal and written communication skills, with the ability to build strong relationships with external producers, venue partners, and stakeholders.