

WOMADelaide

- THE WORLD'S FESTIVAL -

EXPRESSION OF INTEREST:

- 1. TITLE** Producer, The Planet Talks
- 2. COMMENCEMENT DATE** 1 July 2023
- 3. TERM** 0.2 July 2023 to 16 February 2024
0.8 from 19 February – 12 March 2024
- 4. CONTRACT END DATE** 29 March 2024
- 5. REPORTING to:** Ian Scobie, Director
- 6. DUTIES** (*not limited to*)

The Planet Talks is a forum held at the annual WOMADelaide festival that, over six sessions and three days, hosts some of the world's foremost thinkers, activists, scientists and leaders in engaging and inspiring thought-provoking conversations about issues concerning humanity and the sustainability of the planet.

The Producer shall, in consultation with the Director,

- Identify potential session topics, speakers and hosts through research, the convening and management of a Planet Talks Advisory Group, and liaison with external parties such as book publishers, speaker agents, other talks festivals and venues, universities, industry and media
- Collate, consolidate and track program ideas including daily themes, session topics and potential speakers
- Finalise the program by 6 October 2023, according to the timelines below TBA, and provide a summary to the Director
- Oversee and manage the budget - speakers' expenses/costs and touring** income and arrangements
- Liaise with the festival's Production Manager and Marketing Director to identify potential new sustainability operational opportunities and sponsorship avenues for the festival
- Where possible, create **touring and cost-sharing opportunities with existing and new partners including The Wheeler Centre, Sydney Opera House, The UniSA Bob Hawke Prime Ministerial Centre and Adelaide Festival Writers' Week, in order to attract high-profile international speaker/s

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- Source, collate and edit speaker biographies and hi-res photos and provide the necessary 50 word biographies and a summary/information on the session topics and speakers to the Director, Marketing and Publicity Managers, for use on the website, in media releases, the printed program etc according to the timelines TBA
- Oversee and manage the delivery of the Planet Talks program by –
 - issuing Letters of Agreement for all speakers/hosts and other participants
 - providing the necessary information to the Travel Coordinator/s to ensure the timely booking of travel, accommodation and supply of other relevant itinerary and accreditation information
 - drafting run sheets and liaising with the Production Coordinator/s regarding technical/staging requirements including volunteers, live recordings, book sales, screen content etc
 - providing program information to, and arranging advance online meetings with, speakers/hosts
 - attending in-person meetings onsite before each session
 - liaising with the Finance Manager regarding the payment of any allowances.
- Prepare a report, send thankyou's to participants and provide recommendations for the future, including opportunities to develop and extend the reach and scope of The Planet Talks via a debrief with the Advisory Group.

7. KEY COMPETENCIES / DESIRED EXPERIENCE

Essential

- Project management skills and experience in design and delivery of projects or events
- Ability to successfully communicate and work cooperatively with a wide range of people
- Ability to interpret complex information to design sessions to be accessible for the audience

Desirable

- Experience in science communication or environmental advocacy

8. REMUNERATION

A suitable remuneration package will be negotiated with the successful applicant.