

South Bank Corporation

We acknowledge Aboriginal and Torres Strait Islander peoples as the custodians of the land and waters where South Bank exists today. We offer our respect to elders past and present as we work towards a just, equitable and reconciled Australia.

Position Description

1. The Position

Position Title	Producer, Events
Reports to	Senior Manager, Events Strategy
Created	December 2025

2. Scope

The Producer, Events is responsible for the planning, coordination, and execution of large-scale, medium, and small-scale events at South Bank Corporation. This role involves leading and managing the events planning team to ensure the seamless delivery of high-quality events, balancing creative vision with operational excellence. The Producer will work closely with internal departments, stakeholders, and external partners to drive event efficiency, safety, and innovation while aligning with South Bank’s strategic goals.

They will work very closely with the Senior Manager, Events Strategy, Events Delivery Manager and Production Manager to ensure the successful delivery of all event initiatives. This role plays a pivotal part in South Bank Corporation’s events portfolio, ensuring exceptional experiences that contribute to the brand’s reputation and business success.

3. Key Responsibilities/Activities

Leadership & Team Management

- Lead, mentor, and support event teams for seamless on-ground delivery, offering guidance and feedback.
- Leads the positive performance management process for the events planning team, including setting performance goals and identifying review and development needs.
- Manage events pipeline, allocating team members to manage hosted events.
- Foster a collaborative, cohesive team culture that builds individual and collective capability.
- Define roles and responsibilities to promote accountability and teamwork.
- Provide clear direction to staff and contractors for effective event execution.

Stakeholder Engagement

- Drive internal department collaboration to ensure seamless event delivery.
- Act as the primary liaison between event teams and key stakeholders, ensuring clear communication and alignment of objectives.
- Develop strong relationships with external partners, clients, suppliers, and contractors to optimize event execution.

Event Acquisition, Execution & Management

- Oversee the end-to-end planning and execution of events, from concept development and acquisition to final delivery, including produced, partnered and hosted events.
- Manage high-profile, complex, and multi-faceted events, ensuring a premium visitor experience.
- Coordinate with cross-functional teams to ensure events are delivered on time and within budget.
- Develop and implement best practices, standard operating procedures, and workflows for event execution.
- Identify and resolve logistical, technical, and operational challenges proactively.

Budget & Financial Oversight

- Monitor and manage event budgets, ensuring cost efficiency without compromising quality.
- Negotiate contracts with vendors and suppliers to secure optimal terms.
- Track and report on budget performance, making recommendations for cost optimisation.

Marketing & Promotion

- Collaborate with the marketing team to ensure the corporation's events receive maximise exposure and engagement.
- Support branding and public relations efforts to maximise event visibility and engagement.
- Provide input into promotional materials and event communication strategies.
- Maximise marketing and promotional opportunities for the corporation at events where appropriate.

Risk Management & Compliance

- Identify potential risks and develop mitigation strategies to ensure smooth event execution.
- Ensure all events comply with legal, safety, and regulatory requirements, as well as organizational policies.
- Oversee, develop and maintain risk management and safety documentation for all events.

Event Analysis & Reporting

- Conduct post-event evaluations, assessing outcomes against strategic objectives.
- Contribute to reports, presentations and recommendations for future event improvements.
- Measure event impact in relation to, but not limited to - brand enhancement, revenue growth, and community engagement.

4. Key Skills, Knowledge & Experience Required

- Extensive experience in event producing and management within a complex organisational setting.
- Expertise and track record in large-scale event producing, logistics, and execution.
- Strong stakeholder management and engagement skills.
- Proven leadership ability, with experience managing event teams and on-ground staff.
- Proven mentoring ability, able to guide and uplift team members.

- Excellent organisational, time management, and problem-solving skills.
- Strong budget management and negotiation skills.
- Knowledge of legal and safety regulations related to events.
- Ability to work in high-pressure environments and adapt to changing priorities.
- Background in tourism, entertainment, arts, live sites or event management is essential.
- Experience within a government environment is advantageous.
- Tertiary qualifications in Event Management, Arts, Business, or a related field are advantageous.
- Familiarity with Queensland's event landscape and regulatory environment is beneficial.

5. South Bank Corporation Vision, Purpose and Values

Our Vision

A world-leading urban precinct that welcomes, engages and inspires

Our Purpose

To be a renowned place manager, recognising the demand for green space in Brisbane's inner city.

- To innovate, manage and maintain our enviable reputation as Brisbane's premier recreational, cultural, educational and entertainment precinct.
- Redevelop key sites while strengthening physical integration and relationships within the immediate neighbourhood.

Our Values

We strive to be...

1. Inclusive
2. Sustainable
3. Collaborative
4. Curious
5. Bold

6. Key Behaviours

The Corporation workplace behaviour promotes an inclusive, performance focused culture using a One Team approach.

We respect, protect and promote human rights in our decision-making actions.

Expected personal behaviours:

Commitment to quality & results

- Sets high standards of performance for self and reinforces high performance standards to individuals and team; focuses attention on achieving key performance outcomes; sets specific goals for self and others as appropriate; communicates clearly and concretely the results to be achieved; critiques own performance; willing and able to learn and apply new technology, processes and procedures.

Innovation & creativity

- Considers a range of creative alternatives; generates multiple and unique responses to a problem or opportunity; tries different and novel ways to deal with an issue; contributes own ideas.

Understanding business

- Has and uses knowledge of systems, situations and culture inside the Corporation to identify potential organisational issues, problems and opportunities; understands the impact and implications of decisions on business units throughout the Corporation. Has and uses knowledge of societal, technical, political and government issues outside the Corporation to identify potential problems and opportunities.

Customer service excellence

- Places the customer at the core of our business; makes efforts to listen to and understand the customer; gives high priority to customer satisfaction; develops, maintains and supports productive customer relationships; makes customer needs and expectations a primary focus of action.

Collaboration

- Maintains effective work relationships; readily volunteers and exchanges information and ideas, provides and accepts constructive criticism; supports and implements group decisions; shows respect and seeks to support colleagues and customers.

Our approach to tasks are: -

Solution focused

- Gathers relevant information, considers appropriate variables to accurately identify the solutions to challenges in equipment, systems or processes; takes relative seriousness and urgency of problem into account; and demonstrates a can-do attitude.

Safety focused

- Knows and accepts the importance of adhering to safety rules, practices and procedures; monitors own safety and the safety of others; checks reporting and if necessary takes action on workplace safety hazards.