



Merri-bek
City Council

Associate Festival Producer

Expression of Interest

Background

Merri-bek City Council produces a diverse and dynamic festival program featuring smaller-scale community-based events such as Glenroy Festival and Fawkner Festa through to large-scale events such as Brunswick Music Festival and Coburg Night Market. Through our deep connection to community, we deliver events that champion artists and diversity and deliver safe and high-quality experiences for audiences.

An opportunity has developed for an experienced Associate Festival Producer to join our team to produce Carols by the Lake 2026, and work with the team to deliver elements of the 2027 Brunswick Music Festival.

Merri-bek's much-loved Carols event returns on Saturday 5 December 2026 held beside the beautiful Coburg Lake, this community celebration brings people of all ages together to share in the spirit of the season, attracting around 2,500 people.

The 2027 Brunswick Music Festival will open with the Sydney Road Street Party on 28 February and continue to 7 March, with exciting free and ticketed events taking place across Brunswick. The Festival will also include Venues 3056, our annual venue support program.

This role will be overseen by Merri-bek's Executive Producer Festivals and will be supported by the Merri-bek festivals team and marketing and production contractors.

Role Description

The Associate Festival Producer reports to the Executive Producer Festivals and will undertake the following tasks.

Carols by the Lake

- Produce the 2026 Carols by the Lake event including:

- Work with the Merri-bek City Band, Music Director and soloists on programming for the event.
- Oversee and liaise with the Festival Logistics Contractor regarding all production requirements.
- Work collaboratively with the Festival Logistics Contractor to coordinate artist liaison including sourcing tech specs, creation and distribution of run sheets, bump in, logistics.
- Liaise with Festivals & Permits Officer on stallholder programming and requirements.
- Coordinate all contracts and budgeting relating to the delivery of program including ensuring Council's procurement process is followed.
- Work collaboratively with the Festivals Communications Officer to ensure Carols by the Lake promotional materials are prepared as per the marketing plan.
- Manage and maintain respectful and collaborative relationships with key stakeholders including artists and stallholders.
- Ensure the implementation of safety and risk management systems.
- Onsite event coordination with Merri-bek festivals team.
- Attend and contribute to program meetings and debriefs for the event.
- Liaise with MCC staff and contractors as required.

Brunswick Music Festival (including Sydney Road Street Party)

- Assisting the Executive Producer with the planning and delivery of Brunswick Music Festival including:
 - Offer and contract coordination
 - Program scheduling
 - Staff scheduling
 - Artist liaison and management
- Be responsible for producing Venues 3056, our annual venue support/umbrella program including liaising with venues and artists, scheduling, risk management, budget management, risk management, liaising with Music Programmer and Festivals Communications Officer as required, supporting on site delivery where necessary.
- Attend and contribute to program meetings and debriefs for the event.
- Liaise with MCC staff and contractors as required.

Key Stakeholders

MCC Internal Stakeholders	External Stakeholders
Arts and Culture	Marketing & PR Coordinator
Library Services	Music Programmer
Youth Services	MCC Festival Logistics Contractor
Open Space	Merri-bek-based artists, musicians, agents and managers
	Victorian, interstate and international artists, musicians, agents and managers
	Live music venues
	Audiences

Project Outputs

All documentation arising from the project is to be forwarded to the Executive Producer Festivals at the time of the completion of the project. Merri-bek City Council will retain the intellectual ownership of all documentation and reports associated with the project.

All material developed as a consequence of this contract will become the property of Merri-bek City Council. Documentation may not be released, reproduced, used or copied without the permission of Merri-bek City Council.

Proposed Timeline

Applications Close	11.59pm, Sun 23 Aug 2026
Interviews	27-28 August 2026
Producer commences	Early September
BMF main program completion	2 October 2026
Carols by the Lake program completion	10 October 2026
Carols by the Lake	5 December 2026
BMF program launch	20 January 2027
Brunswick Music Festival	28 Feb - 7 March 2026
Contract Ends	31 March 2026

Payment

A total payment of \$40,000 (plus GST and superannuation if eligible) will be made to the successful Associate Festival Producer, paid in instalments as agreed with Merri-bek City Council at contracting.

Merri-bek City Council pays for work completed to the satisfaction of the relevant business unit within 30 days of receipt of invoice.

Terms of Engagement

This contract for this role will be Merri-bek City Council's standard General Consultancy Services contract, which outlines the terms of engagement.

The following amendments to that contract will apply:

- Public Liability insurance \$20,000,000
- Professional Indemnity insurance \$10,000,000
- Current Working with Children Check

If you wish to see a copy of this contract, please contact Amber Stuart, Unit Manager Arts and Culture, astuart@merri-bek.vic.gov.au.

The entity providing a quotation for this service must indicate acceptance of these terms and conditions within their proposal.

This contract ends 31 March 2026.

Expression of interest

Your Expression of Interest must include:

- details of your relevant skills and experience, addressing the selection criteria
- proposed timeline for the work including approximate hours and hourly rate
- hourly rates for any additional work that may be requested to be undertaken outside the scope of this initial brief
- the names and contact details of two relevant referees
- an acknowledgement of compliance with the terms of engagement
- completion of the Compliance section of this document

Selection Criteria

- demonstrated experience of large-scale festival and event planning and delivery skills
- demonstrated experience working with a diverse range of stakeholders
- demonstrated ability to deliver quality and innovative outcomes within tight timelines and budgets
- demonstrated contract management experience, including artist, marketing and production contracts
- empathy, inclusion and cultural awareness – ability to communicate and relate well to people from a diverse range of cultures and backgrounds
- excellent written and oral communication skills and the ability to make considered recommendations

Merri-bek City Council, in line with its Human Rights Policy priority groups, strongly encourages applications from practitioners who are members of culturally and linguistically diverse; LGBTQI+; Deaf; and/or disability communities and Aboriginal and Torres Strait Islander people. Please see [Merri-bek's Human Rights Policy](#) for more information.

Compliance

Insurance

Council's standard requirement for insurance, limits of liability are as follows: • Public and Products Liability combined – minimum \$20M per occurrence • Professional Indemnity – minimum \$10,000,000 per occurrence • WorkCover – Certificate of Currency as proof of cover (if required)					
Insurance Type	Name of Insurance Company	Policy	Expiry date	Limit of liability	Relevant exclusions
Public Liability					
Product liability					
Professional Indemnity					
Workers compensation insurance					
Any other insurance required to deliver the specified services					

Fraud and Corruption

Council is committed to the Merri-bek City Council Code of Conduct, for both employees and Councillors and it is the responsibility of all Council employees, partners and contractors to report all suspected cases of fraud or corruption. This Policy identifies the minimum requirements and responsibilities for the governance, prevention, deterrence, detection, and the response to suspected fraud and corruption within Merri-bek City Council.

The Fraud and Corruption Control Policy:

- ensures that our workforce acts legally, ethically and in the public interest;
- enables staff to understand their obligations and implement practices to stop fraud and corruption occurring in Council;
- supports implementation of the Fraud and Corruption Control Plan;
- aligns with the vision, purpose and values outlined in the Council Plan; and
- ensures Council meets its various legislative obligations under Sections of the Local Government Act 2020.

The Respondent acknowledges and agrees that it will comply with Merri-bek's Fraud and Corruption standards and Australian Standard (AS) 8001:2021 Fraud and Corruption Control.

☐ Agree
☐ Not agree
(provide explanation)

Has there been adverse findings by integrity agencies and oversight bodies (eg IBAC, ICAC) against your organization, director (s) or employees?

☐ Yes
☐ No
If 'Yes' provide details

Gifts and Hospitality Policy

To ensure transparency and the principles of good governance and accountability are practised by Council employees when receiving or purchasing gifts, benefits, bequests and/or hospitality in the course of their duties.

This policy applies to all full-time and part-time employees, contractors, temporary and casual staff, apprentices, volunteers, work experience students and graduate placements engaged by Council.

It is expected that all service delivery is founded on virtues of transparency, impartiality, accessibility, equity and accountability. On all occasions, the actions of Council employee shall be undertaken with the highest regard to ethical standards and probity.

Refer to: <https://www.merri-bek.vic.gov.au/my-council/strategies-policies-and-collected-data/policies-and-strategies/#G>

The Respondent acknowledges and agrees that it will comply with Merri-bek's Gifts and Hospitality Policy.

☐ Agree
☐ Not agree (provide explanation)

Complaints Policy

Merri-bek City Council is committed to service excellence and recognises a customer's right to make a complaint. Council will respond to complaints in a timely manner, and deal with them efficiently, impartially and courteously.

One of our core values is 'Customers and Community First' and we welcome any feedback or complaint as an opportunity to learn and improve our service delivery and performance.

All Council staff, including new third party contractors have an obligation to respond to complaints in accordance with Council Policies, Procedures and Guidelines. Refer to:

<https://www.merri-bek.vic.gov.au/my-council/strategies-policies-and-collected-data/policies-and-strategies/#C>

Please refer to: [Complaints \(Merri-bek.vic.gov.au\)/](https://www.merri-bek.vic.gov.au/Complaints)

The Respondent acknowledges and agrees that it will comply with Merri-bek's Complaint handling standards.

☐ Agree ☐ Not agree (provide explanation)
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Modern Slavery Compliance

Merri-bek City Council is committed to combating Modern Slavery in its operations and supply chain.

Modern Slavery describes situations where offenders use coercion, threats or deception to exploit victims and undermine their freedom.

Practices that constitute Modern Slavery can include:

- human trafficking
- slavery
- servitude
- forced labour
- debt bondage
- forced marriage
- the worst forms of child labour.

The Respondent acknowledges and agrees that it, its subcontractors and suppliers are not engaged in Modern Slavery in their operations and/or supply chains.

☐ Agree ☐ Not agree (provide explanation)
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The Respondent acknowledges and agrees if Modern Slavery is identified within it's supply chain, it will notify Merri-bek City Council immediately.

☐ Agree ☐ Not agree (provide explanation)
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Acceptance of Submission

Merri-bek City Council is not bound to accept any submission and may determine:

- not to proceed with any of the suppliers;
- to re-tender/quote the Services;
- negotiate with a preferred supplier or suppliers; or
- not to proceed with the Services or any part of the Services

Enquiries and Application

Enquiries should be directed to Amber Stuart, Unit Manager Arts and Culture via email astuart@merri-bek.vic.gov.au or phone 9240 2376.

Responses must be submitted via email to astuart@merri-bek.vic.gov.au by **11.59pm, Sunday 23 August 2026**.