



Expression of Interest Music Programmer - Brunswick Music Festival

Background

About the Role

The Music Programmer works with artists, venues and the community to develop exciting, eclectic and inclusive programs that are loved by Brunswick Music Festival audiences.

As Music Programmer you, or your team, will have a deep connection to the music industry, an excellent knowledge of current festival programming and a commitment to creating contemporary, vibrant and diverse experiences for audiences to enjoy. We want to hear from forward thinking professionals with inspired ideas about music, audience and place. Passion, strategy and music business know how is essential to succeeding in this role.

You will bring your expertise to design a program over 8 days in March, utilising indoor and outdoor venues, non-traditional spaces, galleries, libraries and community hubs to align people and place through meaningful presentations across Brunswick. This is a unique opportunity to make your mark on a legacy music festival and contribute to the ongoing activity of creative arts in Merri-bek.

We are looking for curatorial quality over quantity, and an affordable, accessible program for the community. Strong headliners/signature events with a solid local music program should be at the core of your design.

The role requires a strategic focus on partnerships with local venues, creative organisations and council collaborations in line with our arts and culture strategy. You will also select works from an open EOI process to feature or round out your final program.

This is an external contract role, working closely with the Merri-bek City Council Festivals team and others.

Brunswick Music Festival and Sydney Road Street Party

Brunswick Music Festival is a much-loved and award-winning annual music festival which runs every March. Now in its 39th year, Australia's longest running inner-city music festival brings the very best local, national and international music the stages throughout Brunswick.

The Brunswick Music Festival opens with the Sydney Road Street Party. Running since 1994, the Street Party is a free, one-day street festival which runs along a 1.5 kms stretch of the iconic Sydney Road. The Street Party combines community, craft and food stalls, street entertainment and live music into a massive celebration of the vibrant neighbourhood of Brunswick and Merri-Bek.

The Brunswick Music Festival program reflects its neighbourhood and community and creates a sense of place. This includes championing local artists, venues and audiences and providing opportunities. Brunswick is one of Australia's most vibrant hubs of live music in Melbourne, which is reflected in its status as one of the top suburbs that songwriters hail from Australia-wide. The festival supports and further promotes Brunswick's reputation as a home to creativity and culture. Brunswick Music Festival is also built on the tenets of inclusivity and diversity and prides itself on providing opportunities for First Nations, culturally diverse, women and gender diverse artists. We create safe spaces and experiences for artists and audiences.

Role Description

The Music Programmer reports to the Executive Producer Festivals and will:

- Curate a fresh and innovative Brunswick Music Festival program for 2027, in consultation with the Executive Producer Festivals, developing performances and projects – including but not limited to: scoping and securing venues; confirming artists and fees; confirming technical details; contributing to project budgets.
- Work with the Executive Producer Festivals, the Festivals team and contractors to contribute to the marketing design and operational planning of the Brunswick Music Festival.
- Liaise with artists, venues and performance spaces to inform programming decisions.
- Assess artist and project proposals submitted via the Expression of Interest process.
- Produce and maintain high quality documentation such as schedules, contract details, program information and communications (excel and word proficiency is required).
- Adhere to strict program lock and delivery deadlines.
- Contribute to the development of marketing plans and be a media spokesperson for the festival when required.
- Liaise with Merri-bek City Council staff and contractors as required.
- Attend program meetings and debriefs as required.

Key Stakeholders

MCC Internal Stakeholders	External Stakeholders
Arts and Culture	BMF Marketing Contractor
	MCC Festival Logistics contractor
Library Services	Merri-bek-based artists, musicians, agents and managers

Youth Services	Victorian, interstate and international artists, musicians, agents and managers
	Live music venues
	Victorian music industry colleagues
	Live music audiences
	BMF sponsors

Project Outputs

The Music Programmer will deliver the following items as outputs:

- The Brunswick Music Festival, including Sydney Road Street Party program will be developed via weekly 1 hr consultations with the Executive Producer Festivals. The final program must be submitted for approval by the program lock deadline.
- Final contract ready program for Brunswick Music Festival, including Sydney Road Street Party – this includes high level and complete handover documentation - scheduling, technical information, finalised program budgets, venue details and ticket prices.
- Confirmed artist fees and contract details
- Prepare program briefing for Councillors and Executive team, in consultation with the Executive Producer Festivals
- Present program overview at the Brunswick Music Festival Launch
- Attend key events and liaise with stakeholders and media where required.
- Attend program debriefs
- Final report

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.

Whilst the input of the Music Programmer will be recognised, 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, Sunday 7 June 2026
Interviews	15 - 19 June 2026
Music Programmer commences	1 July 2026
BMF & SRSP program draft	11 September 2026
BMF & SRSP program completion	2 October 2026
BMF program launch	20 January 2027
Sydney Road Street Party	7 March 2027
Brunswick Music Festival	7 – 14 March 2027
Debrief	April 2027

Payment

An annual payment of \$30,000 + GST is available for this project. Superannuation is not payable under this contract, and the successful Music and Performance Programmer can use their fee to hire others to assist them in the execution of their contract.

Payments will be made as follows:

Stage	Amount	Date
Commencement of project	\$5,000	1 July 2026
Draft of BMF & SRSP program	\$5,000	11 September 2026
Completion of BMF & SRSP program	\$5,000	2 October 2026
BMF program launch	\$7,500	20 January 2027
Completion of BMF debrief and report	\$7,500	April 2027

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

If you wish to see a copy of this contract, please contact Naretha Williams, Executive Producer Festivals nwilliams@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 is for one year, with a one-year optional extension in 2027 and a one-year optional extension in 2028.

Quotation

Your Expression Of Interest must include:

- a professional **program pitch** including your
 - curatorial vision for the Brunswick Music Festival
 - 3 considered headline acts or signature projects
 - venue capacity needs and presentation requirementsevidence of stakeholder relationships, tour planning, in principle agreements, estimated fee schedules and technical scoping will be highly regarded.
- details of your relevant skills and experience, including experience in engaging international artists
- a description of the proposed methodology to be used to achieve the project
- details about your team, if relevant
- a breakdown of hours within the fixed fee.
- 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
- if applicable, a statement addressing how you identify with the groups recognised in the Merri-Bek Human Rights Policy (see below)

Selection Criteria

- demonstrative experience in professional music programming for festivals and/or venues
- vision for Brunswick Music Festival that is diverse, engaging and achievable
- detailed and realistic methodology and schedule of costs for the project

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.

1. Insurance					
Council's standard requirement for insurance, limits of liability are as follows:					
<ul style="list-style-type: none"> • 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 					
Insurance Type	Name of Insurance Company	Policy	Expiry date	Limit of liability	Relevant exclusions
Public Liability					
Product liability					
Professional Indemnity					
Workers compensation insurance					
Cyber Security					
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.

<input type="checkbox"/> Agree <input type="checkbox"/> Not agree (provide explanation)
<input type="checkbox"/> Yes <input type="checkbox"/> No If ‘Yes’ provide details

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

1. Gifts and Hospitality Policy for Council Employees

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.

<input type="checkbox"/> Agree <input type="checkbox"/> Not agree (provide explanation)
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2. 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/my-council/strategies-policies-and-collected-data/policies-and-strategies/#C)

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

<input type="checkbox"/> Agree <input type="checkbox"/> Not agree (provide explanation)
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3. 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.

<input type="checkbox"/> Agree
<input type="checkbox"/> Not agree (provide explanation)

The Respondent acknowledges and agrees if Modern Slavery is identified within it's supply chain, it will notify Merri-bek City Council immediately.

<input type="checkbox"/> Agree
<input type="checkbox"/> Not agree (provide explanation)

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 Naretha Williams, Executive Producer Festivals via email nwilliams@merri-bek.vic.gov.au or phone 03 8311 4382.

Responses must be submitted via email to nwilliams@merri-bek.vic.gov.au by 11.59pm, Sunday 7 June 2026.