



JOB DESCRIPTION FORM

PRIDEFEST PRODUCTION MANAGER

POSITION TITLE	Pridefest Production Manager
ORGANISATION	Pride WA (Pride Western Australia Inc.)
TERM	Fixed term: July through December 2026 (exact dates negotiable)
FTE	1.0 FTE (negotiable)
REPORTS TO	Board Delegate
KEY WORKING RELATIONSHIPS	Pridefest Festival Committee (curatorial and cultural direction) Key event contractors (Fairday and Parade) Collaborating organisations, venues and Pridefest Plus partners City of Perth and government agencies; sponsors and suppliers
DIRECT REPORTS	Production crew and contractors; festival volunteers
SALARY	\$134,656.76 plus superannuation, pro rata
LOCATION	Pride WA office, and across all Pridefest venues and event sites

ABOUT PRIDE WA

Pride WA has been an integral part of the Western Australian community since 1989. Born from a community movement protesting laws that discriminated against LGBTQIA+ people, Pride WA has evolved into the peak organisation celebrating Western Australia's vibrant and diverse LGBTQIA+ community. Pride WA is a not-for-profit, member-based community organisation.

Each November, Pride WA produces Pridefest — Western Australia's largest LGBTQIA+ festival. Across more than ten days and 100+ events, Pridefest brings together the community for Fairday, the iconic Pridefest Parade through Northbridge, parties, performances, sport, workshops and cultural events delivered with community organisations, businesses and venues across Perth and WA. Pride WA also champions queer artists, creatives, sport and community year-round, including through its management of the Pride Piazza.

ROLE OVERVIEW

The Pridefest Production Manager is the lead staff member for the delivery of Pridefest, working to the parameters set by the Pride WA Board, in conjunction with curatorial and cultural input from the Festival Committee. The Production Manager is responsible for full breadth of end-to-end planning, production and delivery of the festival program from budget ownership through to hands-on delivery.

Pridefest's two largest events — Fairday and the Pridefest Parade are delivered with support of key event contractors; for these, the Production Manager acts as Pride WA's lead, managing contractor relationships, deliverables and compliance. The remaining festival program is produced in-house or delivered in collaboration

with community organisations, partners and venues, with the Production Manager responsible for direct event production, coordination and on-ground delivery.

This is a hands-on leadership role at the heart of a community festival. It will suit an experienced event or festival producer who is highly organised, calm under pressure, financially literate, and genuinely committed to the LGBTQIA+ community and the safety, inclusion and celebration of everyone who attends Pridefest.

ROLE DUTIES

FESTIVAL PLANNING & PRODUCTION

- Lead the planning, scheduling and delivery of the full Pridefest program from pre-production through bump-in, event delivery, bump-out and debrief.
- Develop and maintain festival-wide production schedules, run sheets, site plans, staffing plans and operational documentation.
- Translate the Board's outcome and financial parameters, and the Festival Committee's curatorial and cultural direction, into a deliverable production plan.
- Oversee technical and site production for in-house events, including staging, AV, lighting, power, infrastructure, hires and supplier bookings.
- Champion service excellence and a safe, accessible, welcoming and memorable festival experience for members, community, artists, volunteers and audiences.
- Create and maintain an up to date database of key contacts, suppliers, contractors, staff, venues, and performers.

CONTRACTOR & SUPPLIER MANAGEMENT

- Act as Pride WA's lead and primary point of contact for the key event contractors engaged to deliver Fairday and the Pridefest Parade, managing scopes, deliverables, schedules, approvals and performance.
- Procure, contract and manage suppliers, technical contractors and crew for in-house events in line with Pride WA procurement and financial controls.
- Source and compare quotes, negotiate agreements, and track vendor performance to achieve cost-effective, high-quality outcomes.

COLLABORATIONS, VENUES & STAKEHOLDERS

- Coordinate festival events delivered in collaboration with community organisations, businesses and venues, ensuring clear agreements, schedules and shared expectations.
- Build and maintain productive relationships with the City of Perth, government agencies, venues, sponsors, artists and community stakeholders.
- Support sponsor activation and ensure sponsorship requirements are understood and delivered across festival events.
- Work with the Festival Committee to ensure events authentically reflect and celebrate WA's diverse LGBTQIA+ communities, including First Nations, CaLD, disability, youth and elder communities.

FINANCIAL MANAGEMENT

- Manage the festival production budget within parameters set by the Board, including forecasting, tracking, reconciliation and reporting to the Board.
- Work to allocated budget lines, maintain accurate purchasing and invoice records, and comply with Pride WA financial controls and procurement procedures.
- Identify cost efficiencies and revenue-supporting opportunities across festival delivery.

RISK, SAFETY & COMPLIANCE

- Develop, implement and maintain festival risk management plans, emergency management plans and event safety documentation.
- Ensure all festival activity complies with the Work Health and Safety Act 2020 (WA) and associated regulations, and with Pride WA health and safety policies, across staff, volunteers, contractors and event sites.
- Secure and coordinate all permits, licences and approvals required by government agencies and stakeholders, ensuring compliance with current legislation and licensing (including food and alcohol service standards where relevant).
- Ensure incident reporting, site inspections and remedial actions are completed and actioned during all event operations.
- Seek to minimise the environmental impact of the festival and improve overall sustainability and accessibility.

TEAM LEADERSHIP & DELIVERY

- Recruit, induct, roster, brief and lead seasonal event staff, production crew and bump-in/bump-out labour, with sound understanding of the Live Performance Award and relevant industrial instruments.
- Work with the Volunteer Coordinator to brief, deploy and support festival volunteers.
- Provide clear, timely communication to the Board, Festival Committee, other staff, contractors, partners and community throughout the festival cycle.
- Lead post-event debriefs, evaluation and reporting, capturing outcomes against Board parameters and recommendations for future festivals.
- Foster a supportive, inclusive and high-performing festival culture, and embody Pride WA's values in all areas of work.

SELECTION CRITERIA

ESSENTIAL

- Demonstrated experience in the production and delivery of festivals, major events or multi-venue public events, including site operations, technical production (staging, AV, lighting) and event infrastructure.
- Demonstrated experience managing event contractors, suppliers and venues, including contract and deliverables management.
- Demonstrated financial acumen, including developing and managing event budgets, procurement, rosters and vendor agreements.
- Demonstrated knowledge and understanding of the Work Health and Safety Act 2020 (WA) and its application to events, including risk management planning and compliance with permits, licensing and regulatory requirements.
- Demonstrated leadership of event teams, crews and volunteers, with strong interpersonal skills and the ability to foster a supportive, high-performing culture.
- Excellent communication (oral and written), organisational, time-management and problem-solving skills, including the ability to deal effectively with individuals at all levels and to respond swiftly and calmly to issues in dynamic, fast-paced environments.
- Demonstrated understanding of, and commitment to, the LGBTQIA+ community, and the ability to deliver culturally safe and inclusive events with diverse community stakeholders.

DESIRABLE

- Experience delivering community, arts or cultural festivals within a not-for-profit, board-governed environment.
- Experience working with committees or community reference groups providing curatorial or cultural input.

- Knowledge of sponsorship requirements and partner activation at major events.
- Familiarity with the Western Australian events, arts and live performance landscape.

ELIGIBILITY & CERTIFICATIONS

To work with us, you must:

- be an Australian or New Zealand citizen, permanent resident, or hold a valid visa with relevant work rights for the term of the appointment;
- obtain a valid Working With Children Check before you start; and
- consent to a Nationally Coordinated Criminal History Check.

Required:

- WA Driver's Licence (C Class minimum).

Desirable:

- Senior First Aid (or willingness to obtain).
- White Card.
- Approved Manager / RSA accreditation.

SPECIAL WORK REQUIREMENTS

- This is an active, on-site role across all Pridefest event sites and venues during the festival period.
- Regular evening and weekend work is required during festival planning, activations and event delivery, including extended hours across the November festival period.
- Some manual handling and on-site physical activity is required.

EQUITY & DIVERSITY

Pride WA is committed to an inclusive and culturally responsive workforce reflecting the diversity of our community and the Western Australian community. We welcome and encourage applications from Aboriginal and Torres Strait Islander people, young people, people of diverse sexualities and genders, people with disability, and people from culturally and linguistically diverse backgrounds.

APPLICATION PROCESS

Your application should include:

- A CV of up to three (3) pages outlining your employment history and professional experience relevant to this position.
- A statement of up to four (4) pages addressing the Selection Criteria outlined in this JDF.
- Contact details for two professional referees.