

Expression of Interest

Music Programmer - Brunswick Music Festival, Sydney Road Street Party, Coburg Night Market

1. Background

Brunswick Music Festival is a much-loved annual music event that runs for two weeks each March. In 2018, Australia's longest running inner-city music festival celebrates 30 years of bringing the very best music talent, both local and international, to the stages of Brunswick.

The 2018 program is set to attract those from near and far to a multitude of engaging curated experiences including ticketed concerts, free large-scale events, a newly launched professional development series and the new Festival Hub at Brunswick Mechanics Institute. Brunswick remains one of the most vibrant hubs of live music in Melbourne, which is reflected in its status as one of the top suburbs songwriters hail from Australia-wide. Brunswick Music Festival supports and further promotes Brunswick's reputation as a home to creativity and culture.

The Sydney Road Street Party was launched in 1994, and is a one-day street festival along Sydney Road free for the community. The Street Party features community stalls, craft stalls, food stalls, street entertainment and six stages. With the trams at a standstill, the street becomes alive with market stalls, outdoor performance stages, art installations, and food vendors. The party is one of Melbourne's biggest multicultural gatherings, celebrating the vibrant neighbourhood of Brunswick and the wider municipality of Moreland. This role will program 2-3 of these stages, and will have oversight of all music programming on the day.

Coburg Night Market is a firm family favourite in the festive calendar. Market-goers shop local artisan wares, experience the tastes of food trucks and international food sellers and listen to some of Melbourne's best up and coming musicians.

2. Role Description

This role will be managed by the Festivals Program Producer.

The Music Programmer will:

- Develop programs for the Brunswick Music Festival, Sydney Road Street Party and Coburg Night Market, in consultation with Festivals Program Producer.
- Develop relationships with local artists/musicians and venues as required to inform programming
- Contribute to the development of Festival Marketing plans
- Liaise with artists and venues including, but not limited to checking availability, negotiating fees (within budget set by MCC), final booking, provide contracting details and securing technical requirements.
- Liaise with MCC's appointed Event Logistics company and other MCC staff as required.
- Facilitate debriefs with artists and venues as required.
- Attend program meetings and debriefs for each events.

3. Stakeholders

Key Internal stakeholders include:

- Arts and Culture Unit
- Communications
- Economic Development
- Youth Services
- Library Services

External stakeholders include:

- Local artists and musicians
- Non local artists and musicians
- Festival logistics contractor
- BMF Marketing Coordinator
- Sydney Road Traders Association

4. Project Outputs

The Music Programmer will deliver the following items as outputs:

- Program proposal for Brunswick Music Festival (BMF), including Sydney Road Street Party (SRSP)
- Final program for BMF, including SRSP
- Program proposal for Coburg Night Market (CNM)
- Final program for CNM
- Debrief documentation

The Music Programmer will be required to submit all work in soft copy (editable) documentation/information in Microsoft Word 2007 or Microsoft Excel 2007 format. All images to be provided as jpegs of no less than 300 dpi.

All documentation arising from the project is to be forwarded to the Festivals Program Producer at the time of the completion of the project. Moreland 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 Moreland City Council. Documentation may not be released, reproduced, used or copied without the permission of Moreland City Council.

Proposed Timeline:

Applications Close	Fri 30 March 2018
Interviews	Week beginning Mon 16 April 2018
Music Programmer Commences	1 May 2018
Coburg Night Market Final Program	12 Oct 2018
BMF & SRSP - Finalised program	5 November 2018
Coburg Night Market 2018	30 Nov, 7 Dec, 14 Dec, 21 Dec
Sydney Road Street Party 2019	3 March 2019
Brunswick Music Festival 2019	3 – 17 March 2019
Debrief	April 2019

5. Payment

An annual payment of \$25,000 + GST is available for this project.

Staged payments will be made upon:

D18/58913

Commencement of project (\$5,000)	1 May 2018
Finalised CNM program (\$4,000)	12 Oct 2018
Finalised BMF/SRSP program (\$8,000)	5 November 2018
Completion of BMF/SRSP debrief (\$8,000)	End of April 2019

Moreland City Council pays for work completed to the satisfaction of the relevant business unit within 30 days of receipt of invoice. Refer to the terms of engagement.

6. Terms of engagement

The term of engagement shall be Moreland’s Standard terms and conditions for purchase orders located here: www.moreland.vic.gov.au/about-us/online-payments-and-services/tenders/supplier-information-terms-and-conditions/

The following amendments will apply:

- Public Liability insurance \$10,000,000
- Professional Indemnity insurance \$1,000,000

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

This contract is for two years, with a one-year optional extension.

7. Quotation

Your quotation must include:

- your vision for the Brunswick Music Festival (no more than 500 words)
- 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
- a schedule of costs with details of anticipated number of hours
- 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

Responses should be emailed to Meghan Bourke, Festivals Program Producer at mbourke@moreland.vic.gov.au.

The deadline for responses is **5pm Friday 30 March 2018**

AGREEMENT:

I agree to the terms of this Expression of Interest

Signed Dated.....