



Assistant Producer Role

Nelson Arts Festival 2026

Role title: Assistant Producer

Reporting to: Festival Producer / Artistic Director

Purpose of the Role

The Assistant Producer delivers on-the-ground artist engagement and logistics for Nelson Arts Festival 2026, ensuring artists are supported throughout the build-up to and delivery of the festival. The role supports the Festival Producer and wider team in delivering high-quality artist care (manaakitanga), and ensures all travel, accommodation, scheduling, and festival-day logistics run smoothly.

This role is central to festival delivery and works closely with programming, production, and operations teams to coordinate artist needs, resolve issues in real time, and support the smooth running of the festival environment.

It also provides support across any Signature / Special Event (TBC), including on-the-ground artist liaison and logistical coordination.

Contract Terms

Start Date: Early July

End Date: 13 November 2026

Total Hours: 270-300 hours estimated

Contractor Fee: \$9,000 (+GST if contractor is registered). This is a fixed fee based on estimated hours for completion of role.

Hours of Work:

Part time initially and variable depending on festival delivery needs, including:

- Light-to-moderate involvement during early planning and build phases
- Increased workload during October build and preparation period
- Peak delivery period during pack-in to pack-out (approx. 19 Oct – 5 Nov 2026)
- Additional hours may be required for Signature / Special Event (TBC)

Base: Whakatū Nelson

Requirement: Full driver's licence required.

Availability across festival delivery dates (20 Oct – 5 Nov 2026) is essential.

Key Responsibilities

Artist Logistics & Coordination

- Act as a primary point of contact for festival artists in relation to logistics, scheduling, and on-the-ground support
- Coordinate all artist travel, accommodation, and ground transport, including managing changes and last-minute updates
- Support delivery of Signature / Special Event (TBC) logistics including transport, scheduling, welcome packs, and on-site liaison



- Ensure hospitality requirements (riders, green room, kai) are delivered according to dietary and accessibility needs
- Prepare and distribute artist schedules, itineraries, and welcome packs
- Support artist engagement moments such as festival welcomes, meet-and-greets, and programme activations

Team Coordination & Support

- Coordinate ground transport volunteers and supporting crew as required
- Attend festival planning, programming, and production meetings
- Maintain strong working relationships with artists, crew, and festival staff
- Provide consistent on-site operational support across festival delivery

Finance & Administration

- Track day-to-day expenses related to artist logistics and transport
- Assist with invoice checking and processing in collaboration with Finance
- Provide updates on artist logistics and expenditure to the Festival Producer
- Support post-festival feedback collection and reporting

Operations & Systems

- Maintain accurate artist records in the festival scheduling system (Airtable)
- Support operational logistics across festival delivery, including Signature / Special Event requirements
- Assist with visa, permits, and travel documentation for international artists where required
- Work from the festival office as required to support coordination and communication

Health & Safety

- Ensure safe handling of all artist transport, accommodation, and on-site logistics
- Follow and uphold festival Health & Safety procedures across all activities

Reporting & Review

- Provide a post-festival report outlining key outcomes, reflections, and recommendations
- Contribute to festival debrief and improvement processes