

Position title:	Producer, Living Cities Forum
Reports to:	Chief Executive Officer
Key Relationships:	Strategic Program Consultant Marketing Manager Administrator
Role:	Full-time on fixed term contract to 10 September 2026
Remuneration:	\$90,000 p.a. plus statutory superannuation

Naomi Milgrom Foundation

The Naomi Milgrom Foundation (NMF) champions art, design and architecture to improve Australian lives – empowering creation, collaboration and education. Established in 2014, the not-for-profit organization pivots on a central purpose: to enhance the presence and influence of creative culture in Australia. This is accomplished through the active support of artists, designers and creative institutions; the fostering of collaborations between bodies and disciplines; the promotion of art and design education; and an overarching commitment to increasing access to the arts. The Foundation, registered with the ACNC, operates on a public-private partnership model with government and public institutions, industry and education partners.

The Naomi Milgrom Foundation's ongoing flagship projects include MPavilion and the Living Cities Forum. The Foundation has also commenced a new project, the transformation of the former Richmond Power Station in Cremorne, Victoria.

In addition to the three major activities initiated by the Naomi Milgrom Foundation, a range of projects undertaken by other organisations are granted philanthropic support to further the aims of the Foundation.

Living Cities Forum

The Living Cities Forum is an annual event that brings together leading architects and urban thinkers to explore the role of design, architecture and planning in shaping our communities.

Since its inception in 2017, the Forum has fostered collaborations and influenced the thinking behind policy-making and urban development across Australia. Every session aims to challenge dominant paradigms and therefore usher in different perspectives, paving the way for new, better design approaches in all aspects of urban life.

Living Cities Forum actively seeks out and invites voices from across society to take part in deep and critical analyses of our cities, focusing on pivotal challenges confronting Australian cities.

THE ROLE

The Producer will play a key role in producing the next edition of the Living Cities Forum (LCF), as well as working closely with the CEO to develop and secure partnerships for the project.

The Producer will support the CEO and Strategic Program Consultant to develop and implement the LCF project to achieve the following outcomes:

- Successfully deliver the full LCF program to a high-standard including one-day summits in Melbourne and Sydney, and satellite and interstate events
- Secure meaningful cash and in-kind partnerships that support program delivery and sustainability
- Contribute to the strategic growth of LCF nationally, supporting the CEO to expand reach, audience and impact.

The role requires flexibility in working hours in the lead-up to and during LCF for meetings with international speakers across time zones, and functions and events.

ROLE SCOPE

Programming

- Work closely with the CEO and Strategic Program Consultant to engage with industry advisors in scoping the LCF program, secure speakers and panellists
- Manage key stakeholders
- Align LCF to enable summit participants to receive CPD points
- Develop program structures and timelines for all LCF events (Melbourne, Sydney, interstate and satellite initiatives)
- Ensure all program elements align with LCF's national expansion goals

Partnerships

- Identify, cultivate and secure cash and in-kind partnerships and negotiate agreements with a range of partners to align with LCF goals
- Develop compelling sponsorship proposals and funding applications aligned with LCF value propositions
- Manage partner and stakeholder relationships to ensure exceptional delivery of obligations and long-term retention

Producing

- Lead end-to-end production of all LCF one-day summits, satellite and interstate events, including but not limited to speaker agreements, multi-city logistics, operations, technical production, site management and event delivery
- Develop and oversee production schedules, critical paths, and operational plans across all locations
- Ensure consistent quality of production and audience experience nationally
- Prepare and monitor approved budget
- Coordinate the publication of materials (speaker packs etc.)

- Work closely with the Marketing Manager to implement marketing plan and achieve ticket sales target
- Engage and manage AV including any pre-records, livestream and podcast production
- Recruit and manage event staff
- Develop risk management plan and undertake risk mitigation as necessary
- Scope and coordinate production of other assets as identified

Evaluation and Reporting

- Contribute to the monitoring and evaluation of LCF outcomes and impact
- Prepare reports and presentations on the progress, delivery and planning of LCF as required by CEO and stakeholders
- Produce end of event stakeholder report and acquittals

Organisation

- Maintain high-level knowledge of sector developments nationally and internationally
- Collaborate with Marketing Manager to ensure LCF communications align with NMF brand and messaging
- Other duties as reasonably required

Key Selection Criteria

- Significant experience (at least 5 years) in producing or project managing architectural/design/urban design conferences and major events
- Demonstrated experience producing multi-city or touring events (or similar complexity).
- An entrepreneurial and self-motivated approach
- Experience of and success in fundraising and sponsorship
- A skilled communicator, comfortable in liaising with funders, key stakeholders, collaborators, and partners
- Ability to think creatively and problem solve
- Ability to engage strategically while being able to pay attention to detail
- Capacity to manage multiple deadlines & take initiative
- Ability to work both independently and seamlessly within a small team environment
- Ability to work flexible hours including evenings and weekends, as required, to oversee delivery of the event program
- A passion for the role of design and architecture as a shaping force for cities and communities

The Naomi Milgrom Foundation champions diversity and is committed to providing an inclusive, supportive and safe workplace we strongly encourage applications from people that are First Nations, CALD, BIPOC, living with a disability, LGBTQIA+, and from other minority communities.