



TEN DAYS ON THE ISLAND PRODUCTION COORDINATOR POSITION DESCRIPTION

REPORTS TO:	HEAD OF PRODUCTION
LOCATION:	TEN DAYS ON THE ISLAND BURNIE OFFICE
CONTRACT PERIOD:	11 JANUARY 2021 - 2 APRIL 2021
HOURS:	FULLTIME
REMUNERATION:	\$54,000 PER ANNUM PRO RATA + SUPERANNUATION

ABOUT TEN DAYS ON THE ISLAND

Ten Days on the Island collaborates with artists to create internationally relevant work for its statewide Festival.

The biennial Festival celebrates Tasmania's island culture and offers a platform on which to profile and promote Tasmania's innovative, creative and resourceful character and unique cultural identity.

Ten Days brings international recognition for Tasmania and demonstrates how the arts can positively influence a community's perception of itself and the image it projects to the world.

Ten Days provides opportunities for Tasmanian artists and arts companies to present their works to a wider audience, provides access for Tasmanian audiences to arts experiences with national and international artists and companies of the highest quality, and helps to build Tasmania's professional arts infrastructure.

The dates for the next Festival are 5 – 21 March 2021.

PURPOSE OF THE POSITION

Reporting to the Head of Production, the Production Coordinator will assist with planning and implementation of both technical and operational procedures for the Festival rollout and duration. This role will include the supervision and coordination of staff and crew, plus the collation and reporting of information and outcomes as per Ten Days on the Island guidelines.

KEY DUTIES AND RESPONSIBILITIES

TECHNICAL

- Assist with the preparation, scheduling and delivery of the Festival's technical and production requirements and movements including, but not limited to, equipment, bump ins/outs, and technical/production crews, within budget and timeframes
- in consultation with the Head of Production, work with the Program Manager and coordinators to consolidate all technical and production requirements across the Festival
- prepare and finalise technical details and documentation for artists and arts companies

- prepare and distribute technical and production documentation for venues, suppliers, staff, crew, and other stakeholders
- supervise all technical aspects of Ten Days' productions to ensure they are presented to the highest professional standards
- provide and update the Ticketing Services team with information regarding any impact that technical elements may have upon audience seating such as sightlines, tech holds and capacities
- in collaboration with the Program Manager provide the Marketing team with event-specific information for use in publicity and promotional material as required
- assist the Marketing team with the delivery of partnership and donor events, functions, and media launches as required
- work with the Head of Production and Production Manager on all areas of workplace health and safety, public approvals, and compliances with regards to the holding of public entertainment
- provide the Production Manager, Program Manager and coordinators with all technical and event-related information that may have an impact on the logistical requirements of the Festival such as freight, ground transport, and artist requirements as required
- ensure all data captured and documentation produced is done so using the required systems and software, including the use of the Festival database, Datafest
- assist with provision of material for the 2021 Staff Handbook to facilitate the staff and crew induction process

FINANCIAL AND STAFF

- in consultation with the Executive Producer, Head of Production, Production Manager, Head of Programming and Program Manager, provide budget input in areas relevant to technical production and ensure budget control at all times
- track production expenditure, purchase orders, event coding, and reporting as required and in line with Ten Days' policies and procedures
- delegate to and supervise technical staff and venue crew in the delivery of production and events
- in collaboration with the Program Coordinator produce individual itineraries for visiting technical staff and creative teams as required.

COMMUNICATIONS

- liaise and work collaboratively with all Festival departments, staff members, and volunteers to carry out the role and ensure open and clear communication channels are maintained for sharing information across all departments
- develop and maintain effective relationships with artists, agents, arts organisations, arts festivals, venues, stakeholders, suppliers, and other relevant external agencies for the implementation of the Festival program of events
- participate in regular Ten Days on the Island staff and departmental meetings
- provide the Head of Production and Executive Producer with a weekly report of developments and activities either in writing or in meetings

GENERAL

- Attend Ten Days on the Island events and functions as required
- Attend a general Festival debrief post-Festival and write a job-specific Festival report
- Any other duties as reasonably requested by the Head of Production or Executive Producer.

OCCUPATIONAL HEALTH AND SAFETY AND EMPLOYMENT EQUITY

Ten Days on the Island is committed to high standards of performance concerning Occupational Health and Safety and the provision of Equal Employment Opportunity. All employees are expected to participate in maintaining safe working conditions and practices, as well as promoting and upholding the principle of fair and equitable access to employment/promotion, personal development and training, and the elimination of workplace harassment and discrimination.

INHERENT PHYSICAL REQUIREMENTS OF POSITION

This role requires the Employee to drive a vehicle and move around bespoke and existing venues. The role requires lifting/carrying, pushing and pulling and working with one or both arms above shoulder height.

LOCATION & HOURS OF WORK

This position is based in Burnie, Tasmania. Some intrastate travel will be required.

Normal office hours of work will be 9 am to 5 pm with a daily lunch break of one hour; however, there will be times when considerable out-of-hours attendance will be needed. Hours of work will include weekend and on-call response during the lead up to and throughout the 2021 Festival and other Ten Days' events.

TIME IN LIEU

Ten Days has a Time Off in Lieu (TOIL) policy for full-time PAYG staff members of six months' duration or longer. TOIL policy details will be found in your contract of employment along with the process of accruing and using TOIL.

ANNUAL AND SICK LEAVE

Subject to the terms and conditions of the employment contract, the Employee will be entitled to holiday leave accrued proportionally at the rate of four weeks of annual leave for every 52 weeks worked. No leave loading will be paid.

SELECTION CRITERIA

Essential

1. Experience in the arts industry in production or tertiary qualification in technical management, or an equivalent combination of relevant knowledge, training, and experience
2. Excellent interpersonal skills including written and verbal communication, liaison, negotiation and the ability to maintain productive relationships with a broad range of stakeholders
3. Experience working with artists and artistic companies and strong negotiation skills in dealing with a wide range of stakeholders

4. Exceptional time management skills including the proven ability to effectively prioritise workloads and meet tight deadlines
5. Proven track record in managing event staff effectively and motivating a team
6. Demonstrated experience in successfully developing and managing event budgets and technical plans
7. High-level computer skills in Microsoft 365 and general knowledge of the functioning of database software
8. Driver's Licence

Desirable

1. Previous organisational experience within an arts festival environment
2. Previous technical and logistical experience within an arts festival environment
3. Experience with Datafest event software
4. A working knowledge of Vectorworks or CAD based software.

HOW TO APPLY

Address the Selection Criteria by writing a one-paragraph response to each Essential Selection Criteria listed above. You only need to address points 1 – 6 of the Essential Criteria.

Email the response to the Selection Criteria, your current CV and a brief cover letter to jobs@tendays.org.au

Please write PRODUCTION COORDINATOR APPLICATION in the subject line of the email.

Applications must be received by **9am 30 November 2020**.

If you have any questions about the role or access requirements to enable you to participate in the application and/or interview process, please contact Christian Storan, Head of Production on 0409 563 638.