



TEN DAYS ON THE ISLAND PROGRAM COORDINATOR POSITION DESCRIPTION

Title:	PROGRAM COORDINATOR
Office Location:	BURNIE
Immediate Supervisor:	PROGRAM MANAGER
Final Report:	HEAD OF PROGRAMMING
Period of Contract:	Fixed Term. Monday 11 January to 2 April 2021
Remuneration:	\$64,000 per annum pro rata + superannuation

OVERVIEW

Ten Days on the Island is Tasmania's arts festival. We provide opportunities for Tasmanian artists and companies to present new work in an international context, provide opportunities for Tasmanian audiences to enjoy arts experiences wherever they live and help to build Tasmania's arts infrastructure.

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.

The next Festival will be in 5 – 21 March 2021.

PURPOSE OF THE POSITION

The Program Coordinator will provide essential support to the Programming Department and broader Festival team. This role will ensure the successful delivery of the Festival program, with particular focus on administration, artist logistics and project delivery.

KEY DUTIES AND RESPONSIBILITIES

PROGRAM COORDINATION

- Assist the Head of Production and Program Manager to oversee the smooth running of the Programming Department. Develop and implement effective systems for the department to administer Festival 2021.
- Coordinate program administration and logistics, ensuring scheduling, artist logistics, contract administration, and artist hospitality are effectively planned and delivered.
- Coordinate procurement and delivery of artist security and accreditation for staff, artists and crew.
- Develop and maintain a high degree of competency in the operation and administration of Ten Days' database and scheduling platform, Datafest.

- Assist in collation and preparation of Festival data and statistics required for acquittals.
- Coordinate all APRA, AMCOS, PPCA, OneMusic and artist royalty reconciliation and payments.
- In consultation with the Program Manager and Production Department, assist with the development of schedules and collation of information for Event Management Plans for delegated events.
- Prepare and distribute the artist welcome packs, itineraries and accommodation information.
- Work with the Program Manager to ensure the effective execution of access plans across all events, including communicating with staff and venues delivering access and inclusion initiatives across the Festival.
- Assume the role of Event Coordinator on the ground during the Festival as required.

FINANCIAL & STAFF MANAGEMENT

- Assist the Program Manager, Finance Manager and Administration Manager with the accurate management of program expenditure and administrative tasks relating to budget management and tracking.
- Work with the Program Manager to collate artist contract and royalty payments and submit to finance for processing.

COMMUNICATION

- Liaise and work collaboratively with all Festival departments, staff members and volunteers to ensure open and clear communication of information is maintained across all departments.
- Liaise with internal and external stakeholders, including artists, arts companies, venues, licensing, accommodation and ground transport contacts as required.
- Participate in Ten Days' staff and departmental meetings.
- Ensure the Program Manager is kept up to date on all developments and activities relating to program delivery.

GENERAL

- Attend Ten Days' events and functions as required.
- Attend a general Festival debrief post-Festival and write a job-specific post-Festival report.
- Any other duties relevant to the position as reasonably requested by the Head of Programming and Program Manager.

SELECTION CRITERIA

Essential

1. Minimum of two years professional experience in the arts, including experience working within a festival environment.
2. Proven experience in the coordination of logistics and administration for the successful delivery of live events.

3. Demonstrated ability to prioritise workload and meet tight deadlines, with the capacity to be flexible, problem solve and implement changes quickly and effectively.
4. Proven ability to collaborate and communicate with a range of internal departments and external stakeholders.
5. Driver's licence

Desirable

1. Experience with Datafest event software
2. Current first aid certificate
3. Experience working with volunteers and/or community groups

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.

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 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.

WORK CONDITIONS

This position is based in the Ten Days on the Island office in Burnie and will require extensive travel around Tasmania.

Normal 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.

ANNUAL AND SICK LEAVE

Subject to the terms and conditions of the employment contract, the Employee will be entitled to:

- Holiday leave accrued pro rata at the rate of four weeks for every 52 weeks worked. No leave loading will be paid.
- Personal leave of 10 days per annum (pro rata). No payment is made for unused personal leave during the contracted period.

HOW TO APPLY

Address the selection criteria by writing a one paragraph response to each Essential Selection Criteria listed above.

Email the Selection Criteria, your current CV and a brief cover letter to laura.sheedy@tendays.org.au. Please write PROGRAM COORDINATOR APPLICATION in the subject line of the email.

Applications must be received by **9am Monday 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 Laura Sheedy, Head of Programming, on 03 6406 0205.