



TEN DAYS ON THE ISLAND

PROJECT MANAGER: *If These Halls Could Talk*

POSITION DESCRIPTION

Title:	PROJECT MANAGER: If These Halls Could Talk
Office Location:	Portside Building, 1-3 Wilson St, BURNIE (flexible)
Immediate Supervisor:	PRODUCER, IF THESE HALL COULD TALK
Final Report:	HEAD OF PROGRAMMING
Period of Contract:	Fixed Term. Monday 7 December to 2 April 2021
Remuneration:	\$74,000 per annum pro rata + superannuation

PURPOSE OF THE POSITION

The Project Manager for *If These Halls Could Talk* (the Halls) will play a key role in the planning and delivery of the statewide program of live performance events and associated community engagement. The Project Manager will support the Halls Producer and Ten Days' Head of Programming to develop and manage relationships with venues, communities, suppliers and other relevant external stakeholders to ensure a successful Festival.

TEN DAYS ON THE ISLAND – OVERVIEW

Ten Days on the Island (Ten Days) develops and delivers a statewide international arts festival that provides opportunities for Tasmanian artists and companies to present their work to a wider audience, provides opportunities for Tasmanians to enjoy arts experiences wherever they live, and assists in building 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 is from 5 – 21 March 2021.

IF THESE HALLS COULD TALK – OVERVIEW

Ten Days, in collaboration with NSW's Arts Northern Rivers, has selected 10 halls across Tasmania to host an artist or arts project in residence. *If These Halls Could Talk* will celebrate the unique character and narrative of the halls, presenting an ambitious multi-arts program and giving new life to these socially and culturally significant buildings. Celebrated Tasmanian artists have been commissioned to produce new work that activates these spaces and engages with local communities. The Halls project celebrates the ethos of Ten Days on the Island.

If These Halls Could Talk aims to:

- empower local communities through a creative placemaking project
- engage and facilitate artists and creative teams with the project
- build capacity within communities to tell their stories
- celebrate the unique role halls have played in community engagement
- create a social picture of Tasmania through community halls.

PROJECT MANAGER - KEY DUTIES AND RESPONSIBILITIES:

PROJECT MANAGEMENT

- Assist the *If These Halls Could Talk* Co-Producer in collaboration with the Programming and Production Departments to ensure the successful delivery of the *If These Halls Could Talk* project as part of the Ten Days on the Island 2021 program.
- Assist the Production Manager to prepare efficient and accurate event manuals for each Hall, as well as prepare and update schedules for each Hall, community and artists, and other relevant stakeholders as required.
- Assist the Halls Producer and Production Manager to research and coordinate all aspects of the Halls production requirements including technical and installation equipment and any associated intrastate and interstate freight.
- Work with the Program Coordinator to plan and deliver travel and accommodation, accreditation, riders, APRA/PPCA licensing, artist packs and gifts.
- Ensure presentation requirements are met for each artist, community and venue, including but not limited to all contractual obligations, fees, allowances, merchandise, marketing and publicity, insurance and tax documentation as required.
- Assist with the planning and management of community engagement and participation for designated projects, including logistical and administrative support for artists and communities, distributing information about community participation activities and coordinating outreach and registrations, ensuring wide involvement by community members and stakeholders.
- Ensure that all *If These Halls Could Talk* information is accurate and collated promptly for marketing and publicity materials including but not limited to copy, credit and presentation lines, day bills, dates and times, and venue access information.
- Develop and maintain a high degree of competency in the operation and administration of Ten Days' database and scheduling platform, Datafest.
- Under the guidance of the Artistic Director and Production Department, coordinate all aspects of Halls venue décor and dressing, including sourcing, planning, and logistics, ensuring consistency across all venues.
- Assist Marketing Department with the planning and delivery of the community and regional marketing plan.
- In consultation with the Halls Co-Producer and Programming Department, assist with the collation of data and statistics for all Halls events.
- Work with Food & Beverage Manager and relevant Ten Days departments to plan and deliver onsite food & beverage offerings.
- Work with COVID Safety Manager, Production Department and venues to ensure venue COVID Safe plans are documented, implemented, and adhered to.
- Assume the role of Event Coordinator on the ground during event delivery as required. Responsibilities may include but are not limited to managing bump-ins and bump-outs, crew management, artist liaison, and Front of House management.

FINANCIAL MANAGEMENT

- Assist the *If These Halls Could Talk* Producer, Finance Manager and Administration Manager with the effective 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.

STAFF MANAGEMENT

- Assist *If These Halls Could Talk* Producer and Production Manager in staff planning and any handover documentation for each project.
- Supervise the casual staff and sub-contractors required for the planning and delivery of the *If These Halls Could Talk* project.

COMMUNICATION

- Continue developing and maintaining effective and collaborative relationships with local communities, hall committees, artists, and relevant external stakeholders.
- Liaise and work collaboratively with all Ten Days' departments, staff members and volunteers to ensure open and clear communication of information is maintained.
- Participate in weekly Ten Days' staff and departmental meetings.
- Ensure the *If These Halls Could Talk* Producer and Head of Programming are kept up to date on all developments and activities relating to project 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 as reasonably requested by the *If These Halls Could Talk* Producer, Head of Programming and Executive Producer.
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SELECTION CRITERIA

Essential

- Minimum of five years professional experience in arts project delivery, or an equivalent combination of relevant knowledge, training, and experience.
- Excellent communication and liaison skills in working with artists, community groups and a wide range of stakeholders.
- Demonstrated experience in working with community groups or volunteers.
- High-level attention to detail, accuracy and efficiency across administration and project delivery, with demonstrated ability to prioritise workload and meet tight deadlines, and the capacity to be flexible, problem solve and effectively implement changes.
- Proven ability to fit into an existing team and absorb a project's current status and future needs quickly and with initiative.

- Demonstrated experience in Front of House or Venue Management and proven understanding of live performance production elements, particularly pertaining to bump-in, technical rehearsal and bump-out of a venue.
- High-level skills in Microsoft Word, Excel and a general knowledge of the functioning of database software.
- Driver's licence.

Desirable

- Previous organisational experience within an arts festival environment.
- Experience with Datafest event software.

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/pulling and working with one or both arms above shoulder height.

OCCUPATIONAL HEALTH AND SAFETY AND EMPLOYMENT EQUITY

The Ten Days on the Island team 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.

WORK CONDITIONS

This position is based in the Ten Days on the Island office in Burnie. Flexible time working away from the office can be negotiated for the right candidate. This position will require extensive travel around Tasmania to effectively manage the halls and their associated communities. Normal hours of work are 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 in 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 proportionally at the rate of four weeks of annual leave for every 52 weeks worked. No leave loading will be paid.

**The Ten Days office will be closed from 25 Dec-1 Jan 2021. This break can be taken as leave without pay, or pro-rata annual leave in advance.

EMPLOYMENT SCHEDULE		
Date	Weeks	Pro Rata Rate
7 December 2020 - 28 March 2021	16	FTE
29 March 2021 - 2 April 2021	2	3 days per week

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 – 7 of the Essential Criteria.

Email the Selection Criteria, your current CV and a brief cover letter to jobs@tendays.org.au. Please write HALLS PROJECT MANAGER APPLICATION in the subject line of the email.

Applications must be received by 5pm, Wednesday 25 November.

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.