



TEN DAYS ON THE ISLAND

HEAD OF PROGRAMMING OPERATIONS

POSITION DESCRIPTION

Title:	HEAD OF PROGRAMMING OPERATIONS
Location:	TEN DAYS ON THE ISLAND, PATAWAY/BURNIE, LUTRUWITA/TASMANIA
Immediate Supervisor:	EXECUTIVE PRODUCER
Final Report:	CEO
Period of Contract:	Fixed Term. Full time from April 2022 to April 2023
Remuneration:	\$85,000 per annum pro rata + 10% superannuation

OVERVIEW

Ten Days on the Island (Ten Days) was established by the Tasmanian Government in 2000 to develop and deliver a statewide cultural festival of national significance that provides opportunities for Tasmanian artists and companies to present their works to a wider audience, access for Tasmanian audiences to national and international artists and companies of the highest quality, and helps to build Tasmania's professional 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 3 – 19 March 2023.

KEY DUTIES AND RESPONSIBILITIES

PROGRAM MANAGEMENT

- Provide input on the development and curation of the 2023 Artistic Program, including advice on artists and appropriate projects to the Artistic Director and Executive Producer
- Research, produce and manage the delivery of a program of events for the 2023 Ten Days on the Island Festival, as determined by the Artistic Director and Executive Producer
- Establish with, and obtain from, prospective artists and companies, their presentation requirements including all aspects of the terms and conditions including but not limited to scheduling, fees, allowances, merchandise, riders marketing and publicity, travel and accommodation, insurance and visa/immigration and tax documentation as required
- Ensure that all programming information is accurate and collated promptly for the production of marketing and publicity materials including but not limited to: credit and presentation lines, dates, venues, times, ticket categories and prices
- Manage the ticket builds with the Ticketing Manager to ensure that dates, venue, prices and all relevant information is consistent across box office, online and printed collateral

- Ensure that all aspects of international and domestic travel, accommodation and ground transport for confirmed artists is organised and booked
- Work with the Head of Production to prepare and update schedules for companies and artists, venues and other relevant stakeholders as required
- Prepare, write and submit, as appropriate, information for grant applications and acquittals and undertake the collection and collation of data and statistics for events in consultation with the Executive Producer
- Supervise the Program Manager & Program Coordinator to ensure all responsibilities for confirmed artists are met and covered under tax legislation, industrial relations issues, immigration, and performance royalties and licences, and contractual obligations
- Collate information required to secure visas for the confirmed international artists
- Develop programming staff welcome packs and inductions and work with Head of Production to prepare Tour Pack for the event coordinators and artists liaisons prior to touring
- Ensure all venues have appropriate audience services and amenities including FOH staff, box office, bar, merchandising, signage, parking and accessible services relevant to the project
- Ensure that access plans are developed for all venues
- Ensure appropriate artist security, cast and crew accreditation and hospitality is planned and delivered
- Collate and draft daybills/programs notes from the arts companies and provide draft copy to marketing for design and print
- Assist with the preparation and delivery of program launches, partner and donor functions and artist parties.

CONTRACTING

- Work with the Executive Producer to negotiate, draft, issue and coordinate all contracts and/or letters of agreement, including but not limited to Ten Days' presentations, co-presentations, umbrella events and on-sells
- Ensure the prompt return of signed contracts and processing of payment schedules
- Disseminate all relevant contractual information to key members of staff as required to ensure all Ten Days' artists, co-producers and partners obligations are met
- Manage APRA, AMCOS, PPCA, OneMusic Australia and other relevant artist and royalty permissions and licensing.

FINANCIAL AND STAFF MANAGEMENT

- Work with the Head of Production to prepare, develop, maintain and acquit event budgets, in consultation with the Executive Producer
- Report to the Executive Producer on income and expenditure for individual projects and events and ensure cost efficiencies are maximised
- Prepare and maintain the Artistic Program budget summary with accurate and up-to-date information
- Manage work performance of the Program Coordinator
- Work with project producers, event coordinators, artist liaison staff, volunteers and interns to prepare and document detailed project/event delivery plans in accordance with approved budgets and incorporating clear and realistic delivery timelines
- Develop and implement a professional internship program
- Supervise the programming team to ensure the agreed program plans are achieved on time and within budget
- Manage the recruitment and contracting of project specific staff such as project producers, program coordinators, artist liaisons and other program related staff
- Manage the transition of the Artistic Program budgets to expenditure tracking and purchase order in Excel and MYOB

- Prepare settlement statements for all royalties and licensing
- Reconcile all artists payments, superannuation, living away from home allowances, royalties and agreed deductions against MYOB and Festival budgets.

COMMUNICATION

- Liaise and work collaboratively with all Ten Days' 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, companies, arts festivals and organisations, and other relevant external agencies for the implementation of the festival program and other events
- Participate in regular Ten Days' staff and departmental meetings
- Provide the Executive Producer with a weekly report of developments and activities either in writing or a meeting.

GENERAL

- Attend Ten Days' events and functions as required
- Attend a general Festival debrief post-Festival and write a job-specific post-Festival report
- Collate Festival statistics and data for post-festival reporting
- Any other duties as reasonably requested by the Artistic Director and Executive Producer.

SELECTION CRITERIA

Essential

1. Minimum of five years' professional experience in the arts industry in arts management or tertiary qualification in arts 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 artist contracts
7. High-level computer skills in Microsoft Word and Excel and general knowledge of the functioning of database software
8. Driver's Licence

Desirable

1. Previous organisational experience within an arts festival environment
2. Experience with Australian entertainment visa applications
3. Knowledge of the Tasmanian arts community

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 and promotion, personal development and training and the elimination of workplace harassment and discrimination.

WORK CONDITIONS

This position is based in pataway/Burnie, lutruwita/Tasmania. Considerable intrastate travel will be required.

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 2023 Festival and other Ten Days' events.

TIME IN LIEU

Ten Days has a Time 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 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. You only need to address points 1 – 6 of the Essential Criteria.

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

Please write HEAD OF PROGRAMMING OPERATIONS APPLICATION in the subject line of the email.

Applications must be received by **9am Monday 21 February 2022**.

If you have any questions about the role or the application process, call Sally Richardson on 0408 925 769.