



TEN DAYS ON THE ISLAND PROGRAM MANAGER POSITION DESCRIPTION

Title:	Program Manager
Office Location:	1-3 Spring St, Burnie, Tasmania
Immediate Supervisor:	Head of Programming Operations
Final Report:	Artistic Director
Period of Contract:	Fixed Term. Fulltime from 3 October 2022 to 31 March 2023
Remuneration:	\$75,000 per annum pro rata + 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 – 20 March 2023.

PURPOSE OF THE POSITION

The Program Manager will play a key role in producing and managing the delivery of the Ten Days on the Island program for 2023, as determined by the Artistic Director, Executive Producer and Head of Programming Operations. The Program Manager will support the Head of Programming Operations to develop and manage relationships with artists, venues, suppliers and other relevant external stakeholders to ensure positive, beneficial and enjoyable festival outcomes.

KEY DUTIES AND RESPONSIBILITIES

PROGRAM MANAGEMENT

- Oversee collation and ensure accuracy of all programming information for marketing and publicity materials.
- Ensure that all aspects of international and domestic travel, accommodation and ground transport for confirmed artists are met, including insurance and visa/immigration and tax documentation as required.

- Work with the Head of Production and Head of Programming Operations to prepare and update schedules for companies and artists, venues and other relevant stakeholders as required.
- Prepare, write and submit grant applications and acquittals and undertake the collation of data and statistics for events in consultation with the Head of Programming Operations
- Supervise the Event Coordinators to establish the presentation requirements for prospective artists and companies including scheduling, fees, allowances, merchandise, riders, marketing and publicity, travel and accommodation and ensure all responsibilities are met and covered in regard to tax legislation, industrial relations, royalties and licensing, and contractual obligations.
- Develop programming staff welcome packs and inductions and work with Head of Production to prepare the Tour Pack for event coordinators and artists liaison.
- 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.
- Collate and draft daybills/programs notes from the artists and arts companies and provide draft copy to marketing for design and print.
- Work with the Marketing team to assist with the preparation and delivery of the festival Schools Program, program launches, partner and donor functions, and artist parties.

CONTRACTING

- Work with the Head of Programming Operations to negotiate, 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 Programming Operations to prepare, develop, maintain and acquit event budgets, in consultation with the Executive Producer.
- Report to the Head of Programming Operations on income and expenditure for individual projects and events and ensure cost efficiencies are maximised.
- Work with the programming team, artist liaison staff, volunteers and interns to prepare, document and deliver detailed project/event plans in accordance with approved budgets that incorporate clear and realistic delivery timelines.

COMMUNICATION

- 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, 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 Head of Programming Operations with a weekly report of developments and activities either in writing or in 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 Head of Programming Operations.
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SELECTION CRITERIA

Essential

1. Minimum of three years professional experience in the arts in programming or tertiary qualification in arts management, or an equivalent combination of relevant knowledge, training and experience.
2. Excellent interpersonal skills in working with artists and arts companies and strong negotiation skills in dealing with a wide range of stakeholders.
3. Exceptional time management skills including the proven ability to effectively prioritise workload and meet tight deadlines.
4. Demonstrated capacity to be flexible, adaptable and implement changes quickly and efficiently.
5. Demonstrated experience in developing and managing event budgets and artist contracts.
6. Driver's Licence.

Desirable

1. Previous organisational experience within an arts festival environment.
2. Experience with Database event software.

OCCUPATIONAL HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY

Ten Days 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 Burnie, Tasmania. 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 2023 Festival and other Ten Days' events.

TIME OFF 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. The full TOIL policy will be made available to you as requested.

ANNUAL AND PERSONAL 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

Please address the Selection Criteria by writing a one paragraph response to each Essential Selection Criteria above.

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

Please write PROGRAM MANAGER APPLICATION in the subject line of the email.

Applications must be received by 5 pm Monday 22 August 2022.

If you have any questions about the role or the application process, call Skye Kunstelj on 03 6406 0200.