

TEN DAYS ON THE ISLAND

EVENT COORDINATOR

POSITION DESCRIPTION

Title:	Event Coordinator
Office Location:	1-3 Spring Street, Burnie, Tasmania 14 Weld Street, South Hobart, Tasmania
Immediate Supervisor:	Production Manager
Final Report:	Head of Production
Period of Contract:	Casual Festival period 21 to 30 March 2025

OVERVIEW

At Ten Days on the Island, we are the custodians of a unique statewide proposition, hosting Tasmania's original arts festival and Australia's only state-wide celebration. Our mission is to foster artistic innovation, community empowerment, and cultural exploration in Lutruwita / Tasmania. We are dedicated to inspiring individuals to delve into the depths of Tasmanian identity through transformative art experiences.

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1-3 Spring St Pataway/Burnie
TAS 7320

SOHO Arts Centre, 14 Weld St
Nipaluna/ South Hobart
TAS 7004

PURPOSE OF THE POSITION

Reporting to the Head of Production, Production Manager and Production Coordinator, the Event Coordinator will assist with the installation and delivery of productions, precincts and performances for Ten Days on the Island in 2025.

The Event Coordinator will support the Production team in delivering specific Festival projects, making a substantial contribution to the success of the project, the audience and artist experiences, and to the Festival overall.

The role of the Event Coordinator will differ dependent on the needs of the project, and the nature of the venue, audience and performances, with projects ranging across different artforms and activities including theatre, music, installations and Festival precincts. The responsibilities outlined here provide an indication of the types of tasks and duties an Event Coordinator might expect to ordinarily undertake as part of their role.

Event Coordinators will be appointed based on location and previous experience relevant to the needs of a specific project within the 2025 Festival program.

KEY RESPONSIBILITIES AND SPECIFIC DUTIES

- Project management support, ensuring event delivery to the highest quality and standards.
- Coordinate all aspects of event delivery, working closely with ticketing services, front of house and volunteers, as well as responding to the needs of artists, patrons, and venue and Festival staff, as required.
- Attend Festival briefings and inductions, as required.
- Provide services and support to all accredited Ten Days on the Island artists, as required.
- Ensure all relevant event signage is in good working condition, in place and visible, as required.

- Assist with all aspects of event operations, including set up, pack down and debriefs, and assisting with delivery of the festival's technical and production requirements and movements including, but not limited to, equipment, bump ins/outs, and technical/production crews.
- Supervise technical aspects of Ten Days' productions to ensure they are presented to the highest professional standards.
- Delegate to and supervise technical staff and venue crew in the delivery of production and events.
- Provide daily show reports to the Production and Logistics team via online forms.
- Adhere to all Ten Days policies and procedures as outlined in the Ten Days Staff Handbook and appropriately represent the Festival and its values in all working relationships and interactions.
- Be mindful of environmental impact in all practices and collaborate with all festival personnel to minimise wastage.
- Participate in Festival debrief processes at event conclusion, including input into post-Festival reporting.
- Any other duties as reasonably requested by the Head of Production and Festival Managers.

SELECTION CRITERIA

Essential

- Experience in an arts, events or festival environment, specifically in live performance and event delivery.
- High-level attention to detail, accuracy and efficiency while multi-tasking effectively.
- Demonstrated ability to work effectively in high-pressured situations and plan, organise and prioritise tasks while working to tight timeframes.
- Excellent interpersonal skills including written and verbal communication, liaison and the ability to work effectively in a team environment.
- Demonstrated ability to be self-motivated and use initiative.

Desirable

- Current full driver's licence.
- Current forklift licence.
- Current first aid certificate.
- Current Working With Vulnerable People registration.

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

Event Coordinator positions will be based all over Tasmania and may involve statewide travel. Hours of work will include weekend and on-call response during the lead up to and throughout the 2025 Festival and other Ten Days' events.

This role may require the employee to drive a vehicle and move around bespoke and existing venues.

This role may require lifting/carrying, pushing and pulling and working with one or both arms above shoulder height.



HOW TO APPLY

Please provide a single page cover letter summarising how your experience aligns with the Essential Selection Criteria for this role.

Email your current CV and cover letter to jobs@tendays.org.au.

Please use EVENT COORDINATOR as the subject line of your email.

Applications must be received by 9am, Tuesday 19 November 2024.

If you have any questions about the role or application process, please contact:

Mark Hardinge

Production Manager

mark.hardinge@tendays.org.au