

TEN DAYS ON THE ISLAND  
PRODUCTION COORDINATOR

POSITION DESCRIPTION

<b>Title:</b>	Production Coordinator
<b>Office Location:</b>	1-3 Spring Street, Burnie, Tasmania 14 Weld Street, Hobart, Tasmania
<b>Immediate Supervisor:</b>	Production Manager
<b>Final Report:</b>	Head of Production
<b>Period of Contract:</b>	Maximum Term. Fulltime from 13 January 2025 to 6 April 2025

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**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 Production Manager, the Production Coordinator will assist with planning and implementation of both technical and operational procedures for the Festival rollout and duration.

This role will include the supervision and coordination of staff and crew, as well as the collation and reporting of information and outcomes in alignment with Ten Days on the Island Festival guidelines.

## **KEY RESPONSIBILITIES AND SPECIFIC DUTIES**

### **Production**

- Assist with the preparation, scheduling and delivery of the Festival's technical and production requirements and movements including, but not limited to, equipment, bump ins/outs, and technical/production crews, within budget and timeframes.
- In consultation with the Head of Production, work with the Production Manager and coordinators to consolidate all technical and production requirements across the Festival.
- Prepare and finalise technical details and documentation for artists and arts companies.
- Prepare and distribute technical and production documentation for venues, suppliers, staff, crew, and other stakeholders.
- Supervise all technical aspects of Ten Days' productions to ensure they are presented to the highest professional standards.
- Provide and update the Ticketing Services team with information regarding any impact technical elements may have upon audience seating such as sightlines, technical holds and capacities.

- Assist with the delivery of partnership and donor events, functions, and media launches as required.
- Work with the Head of Production and Production Manager on all areas of workplace health and safety, public approvals, and compliances with regards to the holding of public entertainment.
- Provide the Production Manager, Operations and Logistics Manager and Coordinators with all technical and event-related information with impact for the logistical requirements of the Festival such as freight, ground transport, and artist requirements as required.
- Ensure application of all relevant systems, procedures and software for data capture and documentation, including use of the Festival delivery database, Airtable.
- Assist with provision of material for the Staff Handbook to support the staff and crew induction processes.
- Track production expenditure, purchase orders, event coding, and reporting as required, in line with Ten Days' policies and procedures.
- Delegate to and supervise technical staff and venue crew in the delivery of production and events.

### **General Duties**

- Attend Ten Days on the Island events and functions as required.
- Develop a working knowledge of Airtable and provide input into the programming database to ensure maintenance and integrity of all program and event information.
- In consultation with Programming and Production, implement access and inclusion requirements in line with Festival access planning.

- Adhere to all Ten Days policies and procedures as outlined in the Ten Days Staff Handbook.
- 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 a post-Festival report.
- Any other duties as reasonably requested by the Head of Production or Production Manager.

## **SELECTION CRITERIA**

### **Essential**

- Minimum of two years' professional experience in the arts, events or related industries.
- Demonstrated ability to plan, organise and prioritise tasks while working to tight timeframes.
- High-level attention to detail, accuracy and efficiency and demonstrated ability to use initiative.
- Excellent interpersonal skills including written and verbal communication, liaison, negotiation and the ability to work effectively in a team environment.
- A sound, working knowledge of relevant software including the Microsoft Office suite (Word, Excel, Teams, and SharePoint).
- Current full driver's licence.

### **Desirable**

- Previous technical and logistical experience within an arts festival environment.
- Experience with Airtable or equivalent event management software
- A working knowledge of Vectorworks or similar computer aided-design (CAD) based 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.

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.

## **WORK CONDITIONS**

The successful candidate will be appointed on a fixed term contract based on the dates outlined in this document. The contract is modelled on and supports Ten Days' employment policies.

Normal office hours of work will be 9am to 5pm 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 2025 Festival and other Ten Days' events.

## **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 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](mailto:jobs@tendays.org.au).

Please use PRODUCTION 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](mailto:mark.hardinge@tendays.org.au)