

TEN DAYS ON THE ISLAND  
PROGRAM COORDINATOR  
POSITION DESCRIPTION

<b>Title:</b>	Program Coordinator
<b>Office Location:</b>	1-3 Spring Street, Burnie, Tasmania
<b>Immediate Supervisor:</b>	Program Manager
<b>Final Report:</b>	Head of Programming Operations
<b>Period of Contract:</b>	Maximum Term. Fulltime from 13 January 2024 to 6 April 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.

PO Box 157  
Burnie, Tasmania,  
Australia 7320

ABN 30 092 326 951

[tendays.org.au](https://tendays.org.au)

+61 3 6406 0200 (Burnie)  
+61 3 6210 5700 (Hobart)

[info@tendays.org.au](mailto:info@tendays.org.au)



Portside Building, 1st Floor,  
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 Program Manager, the Program Coordinator will assist with the implementation and delivery of the 2025 Ten Days on the Island Festival program.

The Program Coordinator will support the Programming team in all aspects of Festival delivery, with particular focus on administration, artist logistics and project delivery, making a substantial contribution to the success of the Festival.

## **KEY RESPONSIBILITIES AND SPECIFIC DUTIES**

### **Program Coordination**

- Support the Head of Programming Operations and Program Manager, ensuring effective and efficient administrative processes, operations and communications across all departments.
- Coordinate program administration and logistics, ensuring scheduling, artist logistics, contract administration, and artist hospitality are effectively planned and delivered.
- Coordinate all accreditation for staff, artists and crew, as well as arrangements for any necessary artist security, including procurement and delivery.
- Develop and maintain a high degree of competency in the operation and administration of Ten Days' event delivery database, Airtable.
- Oversee the development and updating of training manuals, resources and processes for staff training and support.
- Support the Program Manager and Operations and Logistics Manager in the coordination of Festival accommodation and

flight requirements, including preparing and submitting visa applications.

- Work with the Production team to confirm and communicate ground transport arrangements for all artists and companies in a timely manner.
- Prepare and distribute artist welcome packs, itineraries, and accommodation information.
- Work with Ticketing Services to ensure all artist ticketing requirements are met and in alignment with contractual agreements.
- Support the Production team in the effective execution of access plans across all events.
- Assume the role of Event Coordinator on the ground during the Festival, and assist with the coordination of artist, VIP and donor event/s, as required.
- Work with the Program Manager to coordinate all APRA, AMCOS, PPCA, OneMusic and artist royalty reconciliation and payments, as well as collate and submit artists contracts and royalty payments for processing.
- Administrative support in tracking budgets and the collation and preparation of Festival data and statistics required for acquittals.

### **Communication**

- Liaise and work collaboratively across the Festival, ensuring open and clear communication channels are maintained for sharing information across departments.

- Develop and maintain effective relationships with artists, agents, arts organisations, venues, stakeholders, suppliers, and other relevant external agencies.
- Provide the Operations and Access Manager with a weekly report of progress and activities.
- Participate in regular Ten Days staff and departmental meetings.

### **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 Programming Operations or Program Manager.

## **SELECTION CRITERIA**

### **Essential**

- Experience in an arts, events or festival environment, specifically in live performance and event delivery.
- Demonstrated ability to work effectively in high-pressured situations and plan, organise and prioritise tasks while working to tight timeframes.
- Well-developed administrative skills including high-level attention to detail, accuracy and efficiency while multi-tasking effectively.
- Excellent interpersonal skills including written and verbal communication, liaison, negotiation and the ability to maintain productive relationships with a broad range of stakeholders.
- Demonstrated ability to be self-motivated and use initiative.
- A sound, working knowledge of relevant software including the Microsoft Office suite (Word, Excel, Teams, and SharePoint).
- Current full driver's licence.

### **Desirable**

- Experience with Airtable or equivalent event management 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**

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 required. 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 PROGRAM 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:

Ciaran McDonald

Program Manager

[ciaran.mcdonald@tendays.org.au](mailto:ciaran.mcdonald@tendays.org.au)