

TEN DAYS ON THE ISLAND
LOGISTICS COORDINATOR

POSITION DESCRIPTION

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| Title: | Stores and Logistics Coordinator |
| Office Locations: | 1-3 Spring Street, Burnie, Tasmania |
| Immediate Supervisor: | Operations and Logistics Manager |
| Final Report: | Head of Production |
| Period of Contract: | Maximum Term. Fulltime from 13 January 2024 to 6 April 2025 |

PO Box 157
Burnie, Tasmania,
Australia 7320

ABN 30 092 326 951

tendays.org.au

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

info@tendays.org.au



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.

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 Operations and Logistics Manager, the Logistics Coordinator will assist with the planning and delivery of logistics, supplier schedules and operations for the 2025 Festival. The Logistics Coordinator will support all logistical aspects of the festival by coordinating ground transport, stores processes and being the first point of call throughout the Festival for all local logistical movements.

KEY DUTIES AND RESPONSIBILITIES

Logistics Coordination

- Assist the Operations and Logistics Manager with the planning and delivery of all logistics and resource requirements for the Ten Days on the Island 2025 Festival including, communications (radios and mobile phones), accreditation, resources and signage distribution.
- Work with the Operations and Logistics Manager to oversee relevant venue requirements, including but not limited to bookings, contracts, payment, permits and licenses, within appropriate budgets and timeframes.
- In consultation with the Programming and Production team, coordinate the sourcing, delivery and allocation of resources including but not limited to artist and volunteer packs, water, hospitality services such as artist riders and catering, and any staff uniforms and accreditation.
- Assist in the coordination of distribution of event signage and other marketing material as required.
- Generate and maintain Festival records including purchase orders, forms and reports, and follow all other relevant Festival processes and procedures.

- Work with the Operations and Logistics Manager to track expenditure, purchase orders, event coding and reporting, in line with relevant Festival policies and procedures as required.

Stores Coordination

- Coordinate the physical maintenance and stocktaking of Ten Days resources.
- Create and maintain organisational records, including monitoring existing resources and documenting new resources and acquisitions.
- Coordinate the ordering, distribution and return of staff and artist amenities including but not limited to refreshments, artists riders, uniforms, and personal protective and safety equipment.
- Coordinate the scheduling, distribution, monitoring and return of functional operational resources including but not limited to first aid kits, toolkits, fire extinguishers, torches, Box Office equipment, printers and internet access devices.
- Coordinate and undertake the sourcing, collection and return of any props or costumes that Ten Days have agreed to provide for the Festival, as required.
- Coordinate and supervise the safe and efficient movement of vehicles as required, including but not limited to movements within the Festival storage location.
- Assist with the coordination of supplier-to-event equipment movements, particularly pick-ups and drop-offs.
- In collaboration with Marketing, coordinate the delivery, distribution and return of show specific marketing collateral including, but not limited signage, daybills, programs, brochures, menus and other event-specific resources, as required.

- Manage and acquit the consumables and fuel budgets and floats in line with relevant Festival policies.

Contract and Delivery Management

- Ensure the appropriate condition and return of all rented, in-kind or external equipment.
- Responsibility for the collection and return of hire vehicles in appropriate condition and to schedule, in line with relevant Festival and supplier policies.
- In collaboration with the Operations and Logistics Manager, Production and Programming, devise a schedule for artist riders, volunteer riders and event-specific deliveries.
- Liaise with and support any Food and Beverage contractor/s around Festival requirements including but not limited to corporate events, hospitality compliance, sustainability, supplies and infrastructure.

Crew Scheduling and Coordination

- Assist the Operations and Logistics Manager in contracting casual crew members.
- Assist the Operations and Logistics Manager and Production Manager in the delivery and maintenance of induction processes for all staff and crew, including on-boarding, induction sessions and crew welcome packs.
- Update and maintain the festival crew database with all relevant details.
- Coordinate the scheduling, distribution and return of crew resources.
- Liaise with the Operations and Logistics Manager to implement all crew access riders.

- Work across the Festival to coordinate the updating of Ten Days Front of House and Box Office Staff Handbooks and event folders.
- Develop and track crew incentives.

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, arts festivals, venues, stakeholders, suppliers, and other relevant external agencies where necessary for the implementation of the logistics of the festival program of events.
- Provide the Logistics and Operations Manager with a weekly report of progress and activities.
- Participate in regular Ten Days staff and departmental meetings.

General

- 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 Operations and Logistics Manager, Head of Production and/or Festival Executive.

SELECTION CRITERIA

Essential

- Minimum of two years' professional experience in a production or logistics role within the arts or events industries.
- Well-developed administrative skills including high-level attention to detail, accuracy and efficiency.
- 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 plan, organise and prioritise tasks while working to tight timeframes.
- A sound, working knowledge of relevant software including the Microsoft Office suite (Word, Excel, Teams, and SharePoint).
- Current full driver's licence, with experience driving both manual and automatic vehicles and navigating travel while towing a trailer.

Desirable

- Experience with Airtable or equivalent event management software and Xero financial software.
- Current first aid certificate.

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.

Please use STORES AND LOGISTICS 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:

Sam Toll
Operations and Logistics Manager
sam.toll@tendays.org.au