

TEN DAYS ON THE ISLAND  
**ACCESS AND VOLUNTEERS COORDINATOR**

**POSITION DESCRIPTION**

<b>Title:</b>	Access and Volunteers Coordinator
<b>Office Location:</b>	1-3 Spring Street, Burnie, Tasmania
<b>Immediate Supervisor:</b>	Operations and Logistics Manager
<b>Final Report:</b>	Head of Production
<b>Period of Contract:</b>	Maximum Term. Flexible start date and hours based on candidate availability, until 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 statewide 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 Operations and Logistics Manager, the Access and Volunteers Coordinator will assist with the planning and delivery of the accessibility and volunteers program for the 2025 Festival.

In consultation and collaboration with all Festival departments, the Access and Volunteers Manager will be responsible for the coordination, implementation and management of practices and policies related to access and inclusion, in alignment with the organisation's values and goals.

This role will support the Festival's 2025 volunteer cohort through delivery of clear induction processes, front of house and venue scheduling and information, and as the first point of call throughout the festival for all volunteer needs.

## **KEY RESPONSIBILITIES AND SPECIFIC DUTIES**

### **Access and Inclusion**

- In collaboration with Ten Days on the Island team implement, maintain and contribute to the Festival's Access and Inclusion strategy for 2025.
- Coordinate the Festival's access and inclusion program for 2025.
- Identify relevant training requirements and opportunities, and update and maintain induction, training and education resources for Festival staff and volunteers.
- Liaise with local community organisations to drive engagement with the Festival program, with particular focus on understanding community needs and expectations with respect to accessibility.
- In collaboration with the Programming and Production teams, engage the relevant suppliers and services required to deliver the Festival's 2025 access and inclusion plans, within project and Festival budgets.

- Administrative support in tracking budgets and the collation and preparation of Festival data and statistics required for acquittals.

### **Volunteer Coordination**

- Coordinate the Festival's volunteers program, including contracting, rostering and communicating with a statewide cohort of volunteers required to support successful delivery of the Festival.
- Oversee regional volunteer recruitment, partnerships and incentives in response to regional Festival requirements and placements.
- Collaborate with the Production and Programming teams to ensure volunteers are appropriately assigned to regional performances and events.
- Update the volunteer handbook and other communication resources and strategies.
- Organise and schedule volunteer inductions, risk management briefings and post-Festival debrief opportunities.
- Coordinate the scheduling, distribution and return of volunteer equipment and resources.
- Ensure appropriate supervision of volunteers across all Festival locations.
- Ensure all relevant Ten Days risk management and WH&S procedures are implemented and comprehensive records are maintained throughout the delivery of the Festival's volunteer program.
- Ensure all relevant legislation relating to volunteers is adhered to.

- Generate and maintain Festival records including purchase orders, forms and reports, and follow all other relevant Festival processes and procedures.

### **Communication**

- Liaise and work collaboratively with all staff and volunteers, ensuring open and clear communication channels are maintained for sharing information across departments.
- Coordinate all volunteer communications including monitoring the volunteers email inbox, developing a communications plan and ensuring the circulation of thorough and accurate information.
- Provide the Operations and Logistics 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 ensure maintenance and integrity of all program, event and scheduling information.
- 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 post-Festival reporting.
- Any other duties as reasonably requested by the Operations and Logistics Manager, Head of Production and/or Festival Executive.

## **SELECTION CRITERIA**

### **Essential**

- Demonstrated experience managing staff, rostering, and staff coordination.
- Excellent community relationships and strong interpersonal skills, including well-connected with regional disability, access and support networks, strong written and verbal communication, and the ability to maintain productive relationships with a broad range of stakeholders.
- Well-developed administrative skills including high-level attention to detail, accuracy and efficiency.
- 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.
- Current Working With Vulnerable People registration.

### **Desirable**

- Previous experience with accessibility, front of house and volunteer coordination in an events environment.
- An understanding of the regulatory environment of events in relation to permits, WH&S and risk management.
- Experience with Airtable or equivalent event management 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.

Depending on candidate availability, there is potential for this role to commence as 0.2 FTE as soon as is practicable, moving to 0.8 FTE in 2025.

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 ACCESS AND VOLUNTEERS COORDINATOR as the subject line of your email.

**Applications must be received by COB, Friday 29 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](mailto:sam.toll@tendays.org.au)