

TEN DAYS ON THE ISLAND

Casual Position Descriptions - Festival 2025

ARTIST DRIVER

PURPOSE OF POSITION

Artist drivers are responsible for getting artists to and from their Festival engagements in accordance with strict scheduling and safety protocols. While a Festival Driver's role is primarily transport-based, this position also plays a key role in the comfort and support of artists throughout the festival in general.

KEY DUTIES & RESPONSIBILITIES

- Collect artists from the airport and transfer them between their hotel and sites of Festival engagements.
- Transport artists between regional locations, in some cases requiring overnight stays.
- Deliver hospitality for artists as required.
- Assist with loading of gear and luggage in and out of vehicles and venues.
- Build familiarity with artist schedules and confidently redirect artist queries to the correct team member for support.
- Adhere to all Ten Days organisational policies and procedures as outlined in the Ten Days Staff Handbook.
- Abide by all current COVID-19 safety requirements within Ten Days office spaces and Festival venues as well as implementing within transport vehicles.
- Any other duties relevant to the position as reasonably requested by the programming, production or operations and logistics departments.

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1-3 Spring St Pataway/Burnie
TAS 7320

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

SELECTION CRITERIA

Essential

- Full regular license.
- Ability to lift and shift 20kg.
- Flexibility of work hours

Desirable

- Experience driving SUV vehicles and 12-seater buses.
- Experience working as or with artists in a festival setting.
- Current First Aid Certificate

TECHNICAL CREW & OPERATORS

PURPOSE OF POSITION

Technical crew and operators work alongside festival production management to deliver all technical aspects of show delivery. This role works closely with venue management and event coordinators to ensure the smooth running of show schedules and the safe operation of stage and technical equipment.

KEY DUTIES & RESPONSIBILITIES

- Setup of technical equipment required to complete a show or event.
- Program, check and operate technical equipment.
- Assist with stage bump ins/outs.

SELECTION CRITERIA

Essential

- Knowledge of audio or lighting systems.
- Ability to read and understand technical drawings and floorplans.
- High level communication skills.
- Flexibility of work hours.

Desirable

- Previous festival/show experience.
- WHS knowledge.

STAGE MANAGER

PURPOSE OF POSITION

The Stage Manager is responsible for running performances and rehearsals and ensuring that effective technical support is in place. Working closely with artists, artist managers, internal artist liaisons, event coordinators and the Ten Days Head of Production and Production Manager, Stage Managers are tasked with fostering effective communication practices throughout stage operations and ensuring that all stage departments are supported.

KEY DUTIES & RESPONSIBILITIES

- Liaise with all departments and collate information
- Liaise with Production Manager regarding budgets and schedules
- Supervise the Bump in and Bump Out
- Where necessary create a prompt copy compiled with notes on cues and requirements for props, lighting, and sound
- Write and distribute show reports
- Update daily schedules
- Managing incidents on site
- Ensure artist hospitality requirements have been met

SELECTION CRITERIA

Requirements

- High level communication skills
- Flexibility of working hours
- Ability to handle pressure and competing deadlines
- Time management and organisational skills regarding your own work and of those in your team
- Strong sense of initiative

Desirable

- Previous stage management or assistant stage manager experience in any performance capacity

EVENT COORDINATOR

PURPOSE OF POSITION

Event Coordinators (ECs) are responsible for the on-ground delivery of an event. ECs will be appropriately trained to ensure the safe and successful operation of festival venues and the seamless execution of performances and experiences. To achieve these expectations, ECs will work closely with the venue Stage Managers and Front of House Manager, as well as festival Operations and Production Managers.

KEY DUTIES & RESPONSIBILITIES

- Maintaining the venue schedule
- Following the venue operational plan as briefed by the festival Production and Operations Managers
- Maintain and oversee all safety aspects of the venue
- Liaise with contractors, Front of House Managers, volunteers, food and beverage staff, venue managers and artists to ensure all departments work cohesively together
- Reporting directly to festival Production Manager regarding all issues and the completion of various tasks
- Ensure artist hospitality requirements have been met

SELECTION CRITERIA

Requirements

- Experience working operationally in a festival environment or similar.
- Friendly, organised, can-do attitude.
- High level staff management and communication skills.
- Work Health & Safety knowledge.
- Flexibility of working hours.
- Ability to handle pressure and competing deadlines.
- Time management and organisational skills regarding your own work and of those in your team.
- Strong sense of initiative.

Desirable

- Current First Aid Certificate.
- White card, EWP, Forklift & Working at Heights licenses.

FRONT OF HOUSE MANAGER

PURPOSE OF POSITION

Front of House Managers will be appropriately trained to ensure the safe and successful operation and accessibility of festival venues and the seamless execution of audience and volunteer experiences at the festival. To achieve these expectations, Front of House Managers will work closely with the venue Event Coordinator, Stage Manager, and the Ten Days Operations, Logistics & Access Coordinator.

KEY DUTIES & RESPONSIBILITIES

- Leading teams of volunteer and contract staff to fulfil the Front of House operational expectations
- On-site training/induction of all Front of House personnel
- Understanding and overseeing Front of House accessibility services
- Incident reporting and conflict management/resolution practices
- Liaising closely with Event Coordinator/s, food and beverage staff and venue management

SELECTION CRITERIA

Requirements

- Staff management skills
- High-level customer service skills
- First aid certification

Desirable

- Experience working operationally in a festival environment

SITE CREW

PURPOSE OF POSITION

Site Crew play an integral role in ensuring the organisation and transport of Festival resource and assisting on-site during event bump-in and out.

KEY DUTIES & RESPONSIBILITIES

- Safely navigating commercial vehicles between festival sites and storage locations

(commercial vehicles will vary from sedan/SUV, utilities, vans, and 3-tonne trucks).

- Assisting with the loading and unloading of vehicles.
- Assisting with site bump ins/outs.

SELECTION CRITERIA

Essential

- Full regular license.
- Ability to lift and shift 20kg.

Desirable

- Experience driving commercial vehicles.
- Experience working within the arts industry.
- Current First Aid Certificate.
- White card, EWP, Forklift & Working at Heights licenses



If you have any questions, please contact:

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