

**TEN DAYS ON THE ISLAND  
ADMINISTRATION COORDINATOR  
POSITION DESCRIPTION**

**Position Title:** Administration Coordinator

**Location:** Ten Days on the Island, Pataway/Burnie, Lutruwita/Tasmania

**Reports To:** Head of Partnerships & Executive Services

**Final Report To:** CEO

**Contract Term:** Fixed Term, Full-Time (4 May 2026 – 7 May 2027)

**Salary:** \$70,000 per annum pro rata + superannuation

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## **ABOUT TEN DAYS ON THE ISLAND**

Ten Days on the Island is Tasmania's state-wide arts festival, established by the Tasmanian Government in 2000. Celebrating Lutruwita/Tasmania's unique island culture, the biennial festival showcases exceptional local, national and international artists, and contributes to the state's cultural identity and creative economy. The next festival will take place from 12–21 March 2027.

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## **POSITION SUMMARY**

The Administration Coordinator plays a key role in ensuring the smooth and efficient operation of Ten Days on the Island's office and administrative systems. This role supports the Head of Partnerships & Executive Services with HR, office and festival administration, and works closely with our external accountants, Newton & Henry, on financial processes. The position is ideal for a capable and organised administrator with a proactive approach and a passion for the arts.

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## **KEY RESPONSIBILITIES**

### **Office & Administrative Coordination**

- Maintain and improve administrative systems, procedures and documentation.
- Coordinate team meetings, prepare agendas and take accurate minutes.
- Manage office supplies, equipment, and facilities to ensure a professional and welcoming environment.
- Maintain records, filing systems and contact databases, including those related to financial institutions, partners, suppliers and stakeholders.
- Support onboarding and offboarding of staff, including induction logistics and record-keeping.
- Ensure confidentiality and data security in all administrative processes.

### **Finance Administration**

- Liaise with Newton & Henry to support day-to-day financial transactions, reporting and audit preparation.

- Maintain accurate bookkeeping in Xero, including invoicing, payments, payroll, and expense processing.
- Assist with financial reconciliations for credit/debit cards, box office, bar and event takings.
- Manage general office contracts (e.g. IT, cleaning, phones, document storage).

### **Executive & Board Support**

- Provide administrative support to the Head of Partnerships & Executive Services, CEO and Artistic Director.
- Coordinate Board and Committee meetings, including scheduling, venue logistics, catering, and preparation of papers.
- Take and distribute accurate minutes for Board and team meetings.
- Support planning and delivery of Patron and Partner functions.

### **Customer Service & Ticketing**

- Act as the first point of contact for general enquiries via phone, email and in person.
- Support the Ticketing Services Manager and team in implementing ticketing strategies.
- Assist with the customer service portal (Freshdesk) and triage enquiries as needed.

### **Festival & Event Support**

- Assist with administrative and operational requirements during the Festival period.
- Support internal workshops, team coordination and stakeholder events.
- Contribute to the collection and collation of Festival statistics and reporting data.
- Attend Festival events and participate in post-Festival debrief and reporting.

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## **SELECTION CRITERIA**

### **Essential**

- Experience in an administrative or coordination role.
- Excellent interpersonal and communication skills, both written and verbal.
- Strong organisational and time management skills, with the ability to prioritise and meet deadlines.
- Proficiency in Microsoft Office 365 and ability to learn new systems.
- Experience using accounting software (e.g. Xero) and/or customer service platforms (e.g. Freshdesk).
- Current valid driver's licence (for occasional intrastate travel).

### **Desirable**

- Experience working in an arts, festival or cultural organisation.
- Familiarity with CRM or ticketing systems.

- Understanding of the arts and cultural landscape in Tasmania.
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## WORKING CONDITIONS

- Standard hours: 9am–5pm, Monday to Friday, with flexibility required during peak periods.
- Some intrastate travel may be required.
- TOIL (Time Off in Lieu) policy applies for full-time PAYG staff on contracts of six months or more.

## Leave Entitlements

- Annual leave: 4 weeks per annum (pro rata), no leave loading.
  - Personal leave: 10 days per annum (pro rata), non-transferable.
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## DIVERSITY & INCLUSION

Ten Days on the Island is an equal opportunity employer committed to building a diverse and inclusive workplace. We strongly encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ individuals, and people with disability.

We recognise that candidates may not meet every listed criterion. If you're enthusiastic about this role and believe you have relevant skills or experience, we encourage you to apply.

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## HOW TO APPLY

Please submit the following by **5pm, Friday 24 April 2026**:

- A brief cover letter
- Your current CV, including contact details for at least two referees
- A one-paragraph response addressing each of the five Essential Criteria

Email your application to: **jobs@tendays.org.au**

Subject line: **ADMINISTRATION COORDINATOR APPLICATION**

For enquiries, contact Stephanie Finn, Head of Partnerships & Executive Services, on **03 6406 0200**.