



# TEN DAYS ON THE ISLAND

## LOGISTICS MANAGER

### POSITION DESCRIPTION

<b>TITLE:</b>	LOGISTICS MANAGER
<b>OFFICE LOCATION:</b>	2 BASS HWY, BURNIE, TASMANIA
<b>IMMEDIATE SUPERVISOR:</b>	HEAD OF PRODUCTION
<b>FINAL REPORT:</b>	CREATIVE PRODUCER
<b>PERIOD OF CONTRACT:</b>	FIXED TERM. FULL TIME FROM <b>5 AUGUST 2018</b> TO <b>14 APRIL 2019</b>
<b>REMUNERATION:</b>	\$60,000 PER ANNUM PRO RATA + SUPERANNUATION

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#### OVERVIEW

Ten Days on the Island (Ten Days) was established by the Tasmanian Government in 2000 to develop and deliver a state-wide cultural festival of national significance that provides opportunities for Tasmanian artists and companies to present their work to a wider audience and for the Tasmanian community to be exposed to national and international artists and companies of the highest quality, and assists in building Tasmania's legacy of expert professional arts infrastructure.

The biennial festival celebrates Tasmania's island culture and offers a platform on which to profile and promote Tasmania's innovative, creative and resourceful character and unique cultural identity. Ten Days brings international recognition for Tasmania and demonstrates how the arts can positively influence a community's perception of itself and the image it projects to the world.

The next festival runs from 8 – 24 March 2019.

#### PURPOSE OF POSITION

The objective of this position is, in consultation and collaboration with the Head of Production, to successfully manage the supporting operational logistical aspects of planning and delivering the Ten Days on the Island Festival 2019 on time, on budget and to a high standard.

#### KEY ROLE IDENTIFICATION

- Manage the Festival's transport needs including rental agreements, ground transport, airport and internal transfers, fuel management and driver liaison within budget and timeframes.
- Manage the Festival venue requirements including, but not limited to, booking, contracts, payment, permits and licences within budget and timeframes.
- Manage the Festival's insurance needs, including but not limited to Public Liability, marine, vehicle and property insurance within budget and timeframes.
- Manage the Festivals freight requirements including unaccompanied cargo, ground transport, customs and quarantine (including accompanied cargo).
- Manage the Festival's accommodation bookings for artists and event staff and crew within budget and timeframes.

- Work with the Programming and Production team to book all international and interstate travel for artists and crew.
- Working with the Program Manager, coordinate visa applications, approvals and collation for international artists and crew.
- Coordinate the delivery of any artist merchandise and catering rider requirements as established by the Program Manager.
- Coordinate the sourcing and delivery of resources including but not limited to; staff and volunteer t-shirts, water, artist packs and catering requirements.
- Ensure detailed and accurate event ticketing & patron information is provided to the Ticketing Team.
- Working with the Marketing and Partnerships team, provide event specific information for use in publicity and promotional material as required, and assist in the distribution of event signage and other marketing material as may be required.
- Collaborate with the Marketing and partnerships team on Logistics supplier partnerships.
- Assist in the distribution of event signage and other marketing material as may be required.
- Assist the Marketing department with the delivery of partner events as required.
- Work with the Head of Production and Technical Manager on all areas of workplace health and safety, public approvals and compliances with regard to the holding of public entertainment
- Assist the Head of Production, Technical Manager and external Risk Assessor with the development and maintenance of risk management systems
- Report as required to the Artistic Director, Creative Producer and Head of Production on the development of and progress on the delivery of the events

#### **FINANCIAL & STAFF MANAGEMENT**

- Assist with the development & management of detailed event budgets
- Track operational expenditure, purchase orders, event coding and reporting as required to the Finance Manager.
- Maintain paperwork and approvals of expenditure to satisfy the organisations procedures and to prevent overspend.
- With the Head of Production, develop position descriptions for required Festival event staff and crew.
- Manage the recruitment and contracting for the required Festival event staff and crew.
- In collaboration with the Program Manager and Technical Manager produce individual itineraries for visiting technical staff and creative teams as required

#### **ADMINISTRATION & COMMUNICATION**

- Ensure all data captured and documentation produced is done so using the required systems and software. This includes but is not limited to, Datafest for scheduling, resources, MYOB for purchase ordering and Tickets.com for invitation lists.
- Ensure all contracting is correctly implemented and catalogued, regarding (but not limited to) venue hires, accommodation and event staff and crew.
- With the Resources Coordinator, manage the physical maintenance and stocktaking of Ten Days resources.
- Maintain organisational records in regard to events, venues and resources.
- Provide the Office Administrator with material for the 2019 Staff Handbook to facilitate the staff and crew induction process.
- Liaise and work collaboratively with all Festival departments, staff members and volunteers to carry out the role and ensure open and clear communication channels are maintained for sharing information across all departments.

- Develop and maintain effective relationships with artists, agents, arts organisations, arts festivals, venues, stakeholders, suppliers and other relevant external agencies for the implementation of the logistics of the Festival program and events.

## **GENERAL**

- Participate in regular Ten Days staff and departmental meetings.
- Attend Ten Days events and functions as required.
- Attend a general festival debrief post-festival and write a job specific post-festival report.
- Any other duties as reasonably requested by the Head of Production, Creative Producer and/or Artistic Director.

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## **KEY INFORMATION**

- This position is based at Ten Days' HQ in the Makers' Workshop in Burnie
- The successful candidate will be appointed to a fulltime contract with remuneration and conditions to be negotiated
- The contract is modelled on and supports Ten Days' employment policies

## **WORK HEALTH & SAFETY, EQUAL OPPORTUNITY, DISCRIMINATION & HARASSMENT**

Ten Days on the Island is committed to high standards of performance in relation to Workplace Health and Safety and Equal Employment Opportunity. Our staff will maintain zero harm working conditions and practices. Our organisation promotes and upholds principles of fair and equitable access to employment and professional development. Ten Days does not tolerate any form of harassment or discrimination. All staff will comply with company policies and procedures. Ten Days values respectful, harmonious professional relationships within a dynamic working environment and ensure all staff behaviours enable these values.

## **WORK CONDITIONS**

Normal office hours of work will be 9 am to 5 pm with a daily lunch break of one hour; some out of hours work will be required during the lead up to and throughout the 2019 Festival.

## **TIME OFF IN LIEU**

Ten Days has a Time off in Lieu (TOIL) policy for full-time PAYG staff members of six months' duration or longer. TOIL policy details will be found in your contract of employment along with the process of accruing and using TOIL.

## **ANNUAL AND SICK LEAVE**

Subject to the terms and conditions of the employment contract, the Employee will be entitled to holiday leave accrued proportionally at the rate of four weeks of annual leave for every 52 weeks worked. No leave loading will be paid.

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## **SELECTION CRITERIA**

### **Essential**

1. Minimum of three years' professional experience in the arts industry in Operations and /or Production

2. An understanding of the regulatory environment of events in relation to permits, OH&S and risk management
3. Demonstrated experience in planning and monitoring budgets
4. Demonstrated experience in supervising staff
5. Demonstrated experience in applied logistics
6. Well-developed administrative skills including a high-level attention to detail, accuracy and efficiency
7. Excellent interpersonal skills including with written and verbal communication, liaison, negotiation and the ability to maintain productive relationships with a broad range of stakeholders
8. Demonstrated ability to plan, organise and prioritise work within tight timeframes
9. Working knowledge of and competence in using computers, with specific skills in Microsoft Office, and database management software
10. Driver's Licence

#### **Desirable**

1. Previous experience within an arts festival environment
2. Experience with Datafest Software and MYOB

#### **HOW TO APPLY**

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Address the Selection Criteria by writing a one paragraph response to each Essential Selection Criteria listed above.

Email the Selection Criteria, your current CV and a brief cover letter to [simon.rush@tendays.org.au](mailto:simon.rush@tendays.org.au)

Please write LOGISTICS MANAGER APPLICATION in the subject line of the email.

Applications must be received by **5 PM MONDAY 9 JULY 2018**.

If you have any questions about the role or the application process, call Simon Rush on 0488 551 782