



# TEN DAYS ON THE ISLAND PROGRAM COORDINATOR POSITION DESCRIPTION

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<b>TITLE:</b>	<b>PROGRAM COORDINATOR</b>
<b>OFFICE LOCATION:</b>	<b>2 BASS HWY, BURNIE, TASMANIA</b>
<b>REPORTING TO:</b>	<b>PROGRAM MANAGER</b>
<b>FINAL REPORT:</b>	<b>CREATIVE PRODUCER</b>
<b>PERIOD OF CONTRACT:</b>	<b>FIXED TERM. FULL TIME FROM 5 NOVEMBER 2018 TO 7 APRIL 2019</b>
<b>REMUNERATION:</b>	<b>\$50,000 PER ANNUM PRO RATA + SUPERANNUATION</b>

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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 will be held from the 8 – 24 March 2019.

## KEY DUTIES AND RESPONSIBILITIES:

### PROGRAM COORDINATION

- Assist the Creative Producer and Program Manager to oversee the smooth running of the Program and Production Departments
- Develop and implement effective systems for the departments to administer the biennial program of events
- Coordinate the administration requirements for the Creative Producer and Program Manager, including artist logistics, contract administrations, scheduling and artist hospitality
- Develop and maintain a high degree of competency in the operation and administration of Datafest and overseeing development and updating of training manuals and processes to train and support Programming and Production staff
- Prepare information for grant applications and acquittals and collate and provide post-festival data and statistics for all events from a programming and production perspective
- Coordinate all APRA, PPCA and artist royalty reconciliation and payments
- Assist the Head of Production with Place of Assembly, Liquor and other licensing and compliance applications for Ten Days on the Island events and performances
- Assist the Creative Producer in ongoing programming and production research

- In consultation with Program Manager and Technical Manager, assist with the development of schedules and Event Management Plans for delegated events
- In consultation with the Creative Producer and working closely with the Manager Partnerships and Engagement, highlight potential supplier relationships within the programming, production and logistics areas and provide program information as required
- Prepare and distribute the artist welcome packs and arrival information
- Assist the Programming and Production Departments with general administration duties

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

- Assist with the preparation and development of specific project budgets and track expenditure on delegated events
- Work with the Creative Producer and Finance Manager and other staff to provide effective management of program expenditure
- Collate artist contract payments and submitted to Finance for processing
- Collate royalty payments and submit to Finance for processing

#### **COMMUNICATION**

- 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
- Liaise with artists, arts organisations, venues, licensing, accommodation and technical supplier contacts as required
- Participate in regular Ten Days' staff and departmental meetings
- Provide the Creative Producer with a weekly report of developments and activities either in writing or a meeting

#### **GENERAL**

- 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 relevant to the position as reasonably requested by the Creative Producer and Program Manager

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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 HOURS

Normal office hours of work will be 9 am to 5 pm with a daily lunch break of one hour; however, there will be times when considerable out-of-hours attendance will be needed. Hours of work will include weekend and on-call response during the lead up to and throughout the 2019 Festival and other Ten Days' events.

## 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 two years' professional experience in the arts or related industry
2. Demonstrated ability to prioritise workload and meet tight deadlines
3. High-level attention to detail, accuracy and efficiency
4. Excellent interpersonal skills including written and verbal communication, liaison, negotiation and the capacity to work in a team environment
5. Ability to use initiative when required
6. Working knowledge and competence with computers including high-level skills in Microsoft Word and Excel and general knowledge of the functioning of database software
7. Driver's Licence

### Desirable

1. Previous organisational experience within an arts festival environment
2. Experience with Australian Entertainment visa applications
3. Experience with artist contracting
4. Experience with Datafest event software

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## HOW TO APPLY

Address the Selection Criteria by writing a one paragraph response to each Essential Selection Criteria listed above. You only need to address points 1 – 6 of the Essential Criteria.

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

Please write PROGRAM COORDINATOR APPLICATION in the subject line of the email.

Applications must be received by **5 PM MONDAY 23 JULY 2018**.

If you have any questions about the role or the application process call Vernon Guest on 0408 174 076.