



# TEN DAYS ON THE ISLAND

## PROGRAM MANAGER

### POSITION DESCRIPTION

---

<b>TITLE:</b>	<b>PROGRAM MANAGER</b>
<b>OFFICE LOCATION:</b>	<b>2 BASS HWY, BURNIE, TASMANIA</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>CREATIVE PRODUCER</b>
<b>FINAL REPORT:</b>	<b>ARTISTIC DIRECTOR</b>
<b>PERIOD OF CONTRACT:</b>	<b>FIXED TERM. FULL TIME FROM 23 JULY 2018 TO 21 APRIL 2019</b>
<b>REMUNERATION:</b>	<b>\$64,000 per annum pro rata + superannuation</b>

---

#### 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 the 8 – 24 March 2019.

#### KEY DUTIES AND RESPONSIBILITIES

##### PROGRAM MANAGEMENT

- Research, produce and manage the delivery of a program of events for the 2019 Ten Days on the Island Festival, as determined by the Artistic Director and Creative Producer
- Establish with, and obtain from prospective artists and companies, their presentation requirements including all aspects of the terms and conditions including but not limited to scheduling, fees, allowances, merchandise, riders marketing and publicity, travel and accommodation, insurance and visa/immigration and tax documentation as required
- Ensure that all programming information is accurate and collated promptly for the production of marketing and publicity materials including but not limited to: credit and presentation lines, dates, venues, times, ticket categories and prices
- Ensure that all aspects of international and domestic travel, accommodation and ground transport for confirmed artists is organised and booked (in collaboration with the Administration Manager)
- Work with the Head of Production and Technical Manager to prepare and update schedules for companies and artists, venues and other relevant stakeholders as required
- Prepare, write and submit, as appropriate, information for grant applications and acquittals and undertake the collation of data and statistics for events in consultation with the Creative Producer

- Supervise the Program Coordinator to ensure all responsibilities for confirmed artists are met and covered under tax legislation, industrial relations issues, immigration, and performance royalties and licences, and contractual obligations
- Collate information required to secure visas for the confirmed international artists

#### **CONTRACTING**

- Work with the Creative Producer to negotiate, issue and coordinate all contracts and/or letters of agreement, including but not limited to Ten Days' presentations, co-presentations, umbrella events and on-sells
- Ensure the prompt return of signed contracts and processing of payment schedules
- Disseminate all relevant contractual information to key members of staff as required to ensure all Ten Days' artists, co-producers and partners obligations are met

#### **FINANCIAL AND STAFF MANAGEMENT**

- Work with the Head of Production to prepare, develop, maintain and acquit event budgets, in consultation with the Creative Producer
- Report to the Creative Producer on income and expenditure for individual projects and events and ensure cost efficiencies are maximised
- Manage work performance of the Program Coordinator
- Work with artist liaison staff, volunteers and interns to prepare and document detailed project/event delivery plans in accordance with approved budgets and incorporating clear and realistic delivery timelines
- With the Creative Producer, supervise the programming team in ensuring the agreed plans are achieved on time and within budget

#### **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
- Develop and maintain effective relationships with artists, agents, companies, arts festivals and organisations, and other relevant external agencies for the implementation of the festival program and other events
- 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
- Collate Festival statistics and data for post-festival reporting
- Any other duties as reasonably requested by the Artistic Director and Creative Producer

---

#### **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.

### **TIME IN LIEU**

Ten Days has a Time 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.

---

## **SELECTION CRITERIA**

### **Essential**

1. Minimum of five years' professional experience in the arts industry in programming or tertiary qualification in arts management, or an equivalent combination of relevant knowledge, training and experience
2. Excellent interpersonal skills including written and verbal communication, liaison, negotiation and the ability to maintain productive relationships with a broad range of stakeholders
3. Experience working with artists and artistic companies and strong negotiation skills in dealing with a wide range of stakeholders
4. Exceptional time management skills including the proven ability to effectively prioritise workloads and meet tight deadlines
5. Proven track record in managing event staff effectively and motivating a team
6. Demonstrated experience in successfully developing and managing event budgets and artist contracts
7. High-level computer skills in Microsoft Word and Excel and general knowledge of the functioning of database software
8. Driver's Licence

### **Desirable**

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

---

## 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 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 Vernon Guest on 0408 174 076