



TEN DAYS
ON THE ISLAND

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POSITION DESCRIPTION

Title:	Resources Coordinator
Office Location:	Mezzanine, Makers' Workshop. 2-4 Bass Highway, Burnie Tasmania 7320
Immediate Supervisor:	Logistics Manager
Final Report:	Head of Production
Direct Reports:	Event coordinators, logistics staff and drivers
Period of Contract:	Fixed term, Full Time, February – April 2019

About Ten Days on the Island

Founded in 2000, Ten Days on the Island's purpose is to develop and deliver a state-wide cultural festival of national significance that:

- provides opportunities for Tasmanian artists and companies to present their works to a wider audience,
- provides opportunities for the Tasmanian community to be exposed to national and international artists and companies of the highest quality, and
- assists in providing the state of Tasmania with a legacy of expert professional arts infrastructure.

PURPOSE OF POSITION

1. Coordinate general resources required to deliver Ten Days on the Island 2019 Festival (**the event**)
2. Support Programming & Production and Marketing Departments where required

ROLE – KEY DUTIES AND RESPONSIBILITIES:

- In consultation with TDOTI Programming and Production Department, prepare, update, communicate, implement and maintain event and TDOTI staff schedules for **the event**.
- Coordinate the physical maintenance and stocktaking of TDOTI resources.
- Create and maintain organisational records for the department including the monitoring of existing resources and documentation of new resources
- Coordinate the ordering, distribution and return of staff and artist amenities within budget including, but not limited to; water, tea and coffee, artists riders, volunteer t-shirts, sunscreen
- Coordinator the scheduling, distribution and return of operational resources within budget including, but not limited to; first aid kits, fire extinguishers, tool kits, personal protective equipment, torches, ironing boards, irons, rubbish bins, Box office computers, printers and internet access devices



Mezzanine, Makers' Workshop
2-4 Bass Highway, Burnie Tasmania, 7320

South Hobart Living Arts Centre
14 Weld Street, South Hobart Tasmania, 7004

- Coordinate and undertake, where required, the sourcing, collection and return of any props or costumes that TDOTI have agreed to provide for **the event**
- Coordinate and supervise the movements of vehicles within the storage location safely and efficiently
- Assist in the coordination of supplier-to-event equipment liaison, particularly pick-ups and drop-offs
- With the Event Coordinator and Marketing Department coordinate the delivery, distribution and return of show specific marketing collateral including, but not limited; signage, show programs, brochures, and event requirements.
- Be responsible for the collection and return of hire vehicles in good order and to schedule, at all times observing the TDOTI Vehicle Use Policy
- Manage and acquit the float for consumables and fuel with receipts for all purchases, at all times observing the TDOTI Cash Handling Procedures
- Generate and maintain documentation related to **the event** including updating any purchase orders and any relevant paperwork
- Adhere to all relevant legislation relating to the production and staging of **the event**
- Adhere to all TDOTI policies and procedures as outlined in the TDOTI Staff Handbook
- Complete a de-brief at the completion of your contract
- Any other duties as reasonably requested by the Logistics Manager, Technical Manager and/or Head of Production.

COMMUNICATION

- Liaise and work collaboratively, ensuring open and clear communication channels are maintained for sharing information across departments
- Participate in regular Ten Days staff and departmental meetings
- Provide the Logistics Manager and/or Technical Manager with a weekly report of developments and activities either in writing or in 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.

ROLE – SELECTION CRITERIA

Essential

- Excellent communication and interpersonal skills
- Previous major festival experience
- Demonstrated attention to detail, accuracy and efficiency
- Demonstrated ability to plan, organise and priorities to work within tight timeframes.
- Current valid standard driving license and skill in driving both manual and automatic vehicles (including with the addition of a luggage trailer)
- Basic office suite skills

Desirable

- Previous experience within an arts festival environment
- Experience with Datafest Software and MYOB

Occupational Health and Safety and Employment Equity:

The Ten Days on the Island team is committed to high standards of performance in relation to Workplace Health and Safety and the provision of Equal Employment Opportunity. All employees are expected to participate in maintaining safe working conditions and practices, as well as promoting and upholding the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

Work Conditions

This position is based in Burnie, Tasmania.

Normal office hours of work will be 9am to 5pm. There will be work outside of business hours and outside of Burnie for which no additional payment is made although there is a Time in Lieu policy in place. 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 annual leave for every 52 weeks worked. No leave loading will be paid.