



TEN DAYS
ON THE ISLAND

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POSITION DESCRIPTION

Title:	Technical Coordinator
Office Location:	Mezzanine, Makers' Workshop. 2-4 Bass Highway, Burnie Tasmania 7320
Immediate Supervisor:	Technical Manager
Final Report:	Head of Production
Direct Reports:	Temporary and casual staff as required including production coordinators, event coordinators, logistics staff and drivers
Period of Contract:	Fixed term, full time. January – 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

- Manage the preparation, scheduling and delivery of the Festival's technical and production requirements and movements including, but not limited to, equipment, bump ins and outs, and technical/production crews, within budget and timeframes
- Prepare and finalise technical details and documentation for artists and arts companies
- Prepare and distribute technical and production documentation for venues, suppliers, staff, crew and other stakeholders
- Supervise all technical aspects of TDOTI productions to ensure they are presented to the highest professional standards
- Liaise with venues, artists and TDOTI management on the technical elements of TDOTI productions/events
- With the Technical Manager, as required visit all venues under consideration for hosting programmed events ensuring the fit of each production into each venue
- Provide and update the Ticketing services team with information regarding any impact that technical elements may have upon audience seating such as sightlines, tech holds and capacities

- Work with the Technical Manager and Logistics Manager on all areas of workplace health and safety, public approvals and compliances with regard to the holding of public entertainment
- Provide the Logistics Manager with all technical and event related information that may have an impact on the logistics requirements of the festival such as special freight, ground transport and artists requirements needs as required
- Assist the Technical Manager and external Risk Assessor with the development and maintenance of risk management systems
- Ensure all data captured and documentation produced is done so using the required systems and software, including use of the festival database, Datafest
- Provide material for the 2019 Staff Handbook to facilitate the staff and crew induction process.
- Maintain organisational records in regards to events, venues and resources

FINANCIAL AND STAFF MANAGEMENT

- Track production expenditure, purchase orders, event coding and reporting as required and in line with the organisation's procedures
- In consultation with the Technical Manager manage the development of position descriptions, recruitment and contracting for the required Festival event staff and crew and engage suitable contractors to deliver production and technical services
- Delegate to and supervise TDOTI technical staff and venue crew in the delivery of the events
- In collaboration with the Program Manager and Logistics Manager produce individual itineraries for visiting technical staff and creative teams as required

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, arts organisations, arts festivals, venues, stakeholders, suppliers, and other relevant external agencies for the implementation of the Festival program of events
- Participate in regular TDOTI staff and departmental meetings
- Provide the Head of Production and Creative Producer with a weekly report of developments and activities either in writing or in a meeting.

GENERAL

- Attend TDOTI 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 Technical Manager, Head of Production, Creative Producer and/or Artistic Director.

ROLE – SELECTION CRITERIA

Essential

- Experience in the arts/and or events industry in technical production
- An understanding of the regulatory environment of events in relation to permits, WHS and risk management
- Demonstrated experience in supervising staff
- Well-developed administrative skills including a high level attention to detail, accuracy and efficiency
- Excellent interpersonal skills including with written and verbal communication, liaison, negotiation and the ability to maintain productive relationships with a broad range of stakeholders
- Demonstrated ability to plan, organise and prioritise work within tight timeframes
- Working knowledge of and competence in using computers, with specific skills in Microsoft Office, computer aided drawing and database management software
- Current Driver's Licence

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.

Time in Lieu

Ten Days has a Time in Lieu (TIL) policy for full time PAYG staff members employed for six months' or longer. TIL policy details will be found in your contract of employment along with the process of accruing and using TIL. The full TIL policy will be made available to you as requested.

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.