



# TEN DAYS ON THE ISLAND

## MANAGER OF CREW, VOLUNTEERS & COVID-19 SAFETY

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<b>REPORTS TO:</b>	HEAD OF PRODUCTION
<b>LOCATION:</b>	TEN DAYS ON THE ISLAND BURNIE OFFICE
<b>CONTRACT PERIOD:</b>	13 OCTOBER 2020 – 2 APRIL 2021
<b>HOURS:</b>	FULLTIME
<b>REMUNERATION:</b>	\$74,000 PER ANNUM PRO RATA + SUPERANNUATION

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### ABOUT TEN DAYS ON THE ISLAND

Ten Days on the Island collaborates with artists to create internationally relevant work for its statewide Festival.

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.

Ten Days provides opportunities for Tasmanian artists and arts companies to present their works to a wider audience, provides access for Tasmanian audiences to arts experiences with national and international artists and companies of the highest quality, and helps to build Tasmania's professional arts infrastructure.

The dates for the next Festival are 5 – 21 March 2021.

### PURPOSE OF THE POSITION

Reporting to the Head of Production, the Manager of Crew, Volunteers & COVID Safety is responsible for the coordination, implementation, recruitment and management of all crew, front of house and volunteers required by Ten Days to present the 2021 Festival.

The Manager is also responsible for monitoring, updating and providing advice on current developments in respect of COVID-19 restrictions with relation to Festival safety plans, staff training and event site preparations that will ensure Ten Days provides a safe and compliant work environment.

### KEY DUTIES AND RESPONSIBILITIES

#### CREW AND VOLUNTEERS MANAGEMENT

- Prepare, update, communicate, schedule, implement and maintain the volunteers program within budget.
- Determine crew and volunteer needs for each Festival event and shape the structure of the volunteer team.

- Develop crew and volunteer position descriptions per event requirements.
- Recruit, roster and schedule crew and volunteers to ensure there is enough personnel to safely meet requirements.
- Coordinate and assist in training volunteers in relation to their roles.
- Prepare and deliver Festival briefing/s for crew and volunteers.
- Respond to volunteer and crew queries and provide information and coordinate police checks where required.
- Develop and track volunteer incentives.
- Coordinate the scheduling, distribution and return of resources for volunteers.
- Ensure all relevant Ten Days' risk management and WHS procedures are implemented and maintained throughout the delivery of volunteer program.
- Draft COVID-19 Safe plans for all events.
- Ensure all relevant legislation relating to volunteers is adhered to.
- Coordinate, implement and maintain compliance and protocols in relation to COVID-19 restrictions for safety and protection of crew and volunteers.
- Monitor, update and advise on the implications of COVID-19 restrictions and their relation to the Festival's operations and safety. This includes ensuring all events are compliant, appropriately resourced, and staff and volunteers have appropriate training.
- In consultation with the Ticketing Manager implement appropriate track and trace systems for Festival participants and maintain records to be compliant with COVID-19 guidance supplied by the Department of Health and Human Services.
- Provide management and the Executive with regular updates on best practice with regards to the implementation of COVID-19 safe events and the evolving operating environment.

## **FINANCIAL**

- Maintain paperwork and approvals of expenditure relating to volunteers to satisfy Ten Days' procedures and to prevent overspend.
- Manage and acquit the float for consumables and fuel with receipts for all purchases at all times observing the Ten Days' Cash Handling Procedures.
- Maintain organisational records in regards to events, venues and resources.
- Maintain appropriate insurance records for crew, volunteers and casual employees.
- Ensure all data captured and documentation produced is done so using the required systems and software.

## **COMMUNICATIONS**

- Liaise and work collaboratively with all Festival departments, staff members, crew 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 Ten Days' staff and departmental meetings
- Provide the Head of Production and Executive Producer with a weekly report of developments and activities either in writing or in meetings

## **GENERAL**

- Attend Ten Days on the Island events and functions as required

- Attend a general Festival debrief post-Festival and write a job-specific Festival report
- Any other duties as reasonably requested by the Head of Production or Executive Producer.

#### **DESIRABLE**

- Previous organisational experience within an arts festival environment
- Previous crewing, FOH and volunteering coordination experience within an arts festival environment
- Experience preparing event risk management plans
- Experience with Datafest event software

#### **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 safe working conditions and practices. Our organisations will promote and uphold the principle of fair and equitable access to employment and professional development. Ten Days on the Island does not tolerate any form of harassment or discrimination. All staff are required to comply with company policies and procedures and the Ten Days on the Island values to achieve harmonious professional relationships and working environment.

#### **WORK CONDITIONS**

This position is based in Burnie, Tasmania. Some intrastate travel will be required.

Normal office hours of work will be 9am to 5pm 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 2021 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.

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#### **SELECTION CRITERIA**

##### **Essential**

1. Previous experience with front of house, crewing and volunteering coordination in a festival environment. Including an understanding of the regulatory environment of events in relation to permits, OH&S and risk management.
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, event risk management plans
7. High-level computer skills in Microsoft 365 and general knowledge of the functioning of database software
8. Driver's Licence

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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 [christian.storan@tendays.org.au](mailto:christian.storan@tendays.org.au)

Please write Manager of Crew, Volunteers and COVID-19 Safety in the subject line of the email.

Applications must be received by **5 pm Monday 28 September 2020**.

If you have any questions about the role or the application process, call Christian Storan on 0409 563 638.