

**ASSOCIATE PRODUCER  
POSITION DESCRIPTION**

<b>Title</b>	Associate Producer
<b>Office Location</b>	1–3 Spring Street, Pataway/Burnie, Tasmania
<b>Immediate Supervisor</b>	Artistic Director
<b>Final Report</b>	Artistic Director
<b>Direct Reports</b>	Temporary and casual staff as required including event producers, artist liaison staff and volunteers
<b>Period of Contract</b>	Maximum term, full-time: 3 August 2026-6 April 2027
<b>Remuneration</b>	\$85,000 per annum pro rata + superannuation

**OVERVIEW**

Our biennial statewide festival presents Lutruwita/Tasmania in a global exchange of arts and culture, deeply connected to place. We commission bold new works by Tasmanian artists and bring extraordinary art from across the globe, transforming familiar and unexpected places into sites of connection and celebration. Through this work, we foster artistic innovation, empower communities, and invite Tasmanians to explore and celebrate their identity. We cultivate belonging, wellbeing, and cultural confidence across the island.

**PURPOSE OF THE POSITION**

The Associate Producer plays a key role in producing and delivering the Ten Days on the Island program. Supporting and reporting to the Artistic Director, the Associate Producer leads program administration, artist logistics and contracting to ensure positive, beneficial and enjoyable festival outcomes on budget and to a high standard.

**KEY DUTIES AND RESPONSIBILITIES**

**Financial and staff management**

- Work with the Artistic Director and Head of Production to prepare, develop, maintain and acquit event budgets.
- Track artist expenditure, purchase orders, event coding and reporting as required.
- Report to the Artistic Director and Head of Production on income and expenditure for individual projects and events and ensure cost efficiencies are maximised.

**CONTACT**

Ten Days on the Island  
info@tendays.org.au  
P: +61 (0)3 6406 0200

**MAIL**

PO Box 157  
Burnie TAS 7320

**tendays.org.au**

ABN 17 096 692 690

- Coordinate Festival volunteers including (but not limited to) recruitment, communications, scheduling, briefing and debriefing in consultation with Heads of Departments and Event Coordinators.

### **Contracting and rights**

- Work with the Artistic Director to negotiate, issue and coordinate all contracts, deal memos and/or letters of agreement, including Ten Day on the Island presentations, co-presentations, umbrella events and on-sells.
- Ensure prompt return of signed contracts.
- Maintain a contracts and payments register to ensure timely processing of payment schedules and liaise with the Administration Coordinator as required.
- Disseminate relevant contractual information to key team members to ensure all festival artist, co-producer and partner obligations are met.
- Manage APRA, AMCOS, PPCA, OneMusic Australia and other artist royalty permissions, licensing, reconciliation and payments, and oversee submission of artist contracts and royalty payments for processing.

### **Program management and delivery**

- Work with the Artistic Director and Head of Production to plan and schedule program elements, preparing and updating schedules for companies, artists, venues and other relevant stakeholders.
- Liaise with the Head of Production to ensure all contractual requirements for confirmed artists including (but not limited to) scheduling and merchandise are collated for venue bookings, venue staff and Event Coordinators.
- Liaise with the Head of Marketing to ensure ticketing requirements meet artist obligations as outlined in contractual agreements.
- Coordinate timely collation and accuracy of all programming information including (but not limited to) copy, images, footage, reviews and artist bios for marketing and publicity purposes and the delivery of marketing collateral in consultation with the Head of Marketing.
- Oversee all aspects of international and domestic travel, accommodation and ground transport for confirmed artists, including insurance, visa/immigration and tax documentation as required and liaise with the Operations Controller to secure bookings.
- Prepare and distribute artist welcome packs, itineraries and accommodation information.
- Maintain an artist register for the purpose of event invitations including (but not limited to) program launches, partner and donor functions and artist parties in consultation with the Head of Partnerships & Executive Services.

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### **Access and inclusion**

- Liaise with the Head of Marketing & Brand to plan and action the Festival's access and inclusion plan consulting with artists and adhering to contractual requirements.
- Coordinate the engagement of relevant suppliers and services required to deliver the Festival's access and inclusion plans in consultation with the Head of Marketing & Brand and Head of Production.
- Advise the Production team to ensure the effective execution of access plans across all events.

### **Communication and systems**

- Develop and maintain effective relationships with artists, agents, companies, arts festivals and organisations, venues, suppliers and other relevant external agencies.
- Keep the Artistic Director and Head of Production up to date on all developments and activities relating to programming, operations and festival delivery.
- Ensure effective communication, updates, task management and reporting through use of the Festival's Prepared program database and maintain the integrity of all program and event information held within it.
- Liaise and work collaboratively with all festival departments, staff members and volunteers to maintain open and clear communication for information sharing and transparency.
- Assist the Administration Coordinator with material for the 2027 Staff Handbook to facilitate staff induction process.
- Participate in regular Ten Days on the Island staff and departmental meetings.

### **General**

- Adhere to all Ten Days on the Island policies and procedures as outlined in the Staff Handbook.
- Attend Ten Days on the Island events and functions and assist with delivery as required.
- Be mindful of environmental impact in all practices and collaborate with all festival personnel to minimise wastage.
- Collate event statistics and data for post-festival reporting. Coordinate the collation of data and statistics for events in consultation with the Head of Production, Event Coordinators and volunteers.
- Participate in festival debrief processes at event conclusion including preparation of a role-specific post-festival report.
- Any other duties as reasonably requested by the Artistic Director.

## **SELECTION CRITERIA**

### **Essential**

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1. Minimum of three years' professional experience in the arts in programming and/or a tertiary qualification in arts management, or an equivalent combination of relevant knowledge, training and experience.
2. Demonstrated experience working in an arts, events or festival environment, particularly in live performance and event delivery.
3. Excellent interpersonal skills and experience working with artists and arts companies, with strong negotiation skills across a wide range of stakeholders.
4. Demonstrated experience in developing and managing event budgets and artist contracts.
5. Exceptional time management, planning and organisational skills, with a proven ability to prioritise workload, multi-task effectively and meet tight deadlines under pressure.
6. Well-developed administrative skills with high-level attention to detail, accuracy and efficiency.
7. Demonstrated capacity to be flexible, adaptable, self-motivated and responsive, with the ability to use initiative and implement changes quickly and efficiently.
8. Proven ability to contribute productively and collaboratively in a dedicated team environment, including supervising and supporting junior staff and volunteers.
9. Sound working knowledge of the Microsoft 365 suite (Word, Excel, Teams, SharePoint) and database management software.
10. Current driver's licence.

#### **Desirable**

1. Previous organisational experience within an arts festival environment.
2. Experience with Propared or equivalent event management software.

#### **OCCUPATIONAL HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY**

Ten Days on the Island is committed to high standards of performance concerning Occupational 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 Pataway/Burnie, Tasmania. Normal office hours are 9am to 5pm with a daily lunch break of half an hour; however, there will be times when considerable out-of-hours attendance is required. Hours of work will include weekend and on-call response during the lead-up to and throughout the Festival and other Ten Days on the Island events.

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## **TIME OFF IN LIEU**

Ten Days on the Island has a Time Off In Lieu (TOIL) policy for full-time PAYG staff members of six months' duration or longer. TOIL policy details will be set out in your contract of employment, along with the process of accruing and using TOIL. The full TOIL policy is available on request.

## **ANNUAL AND PERSONAL LEAVE**

Subject to the terms and conditions of the employment contract, the employee will be entitled to:

- Holiday leave accrued pro rata at the rate of four weeks for every 52 weeks worked. No leave loading will be paid.
- Personal leave of 10 days per annum (pro rata). No payment is made for unused personal leave during the contracted period.

## **HOW TO APPLY**

Please provide a one-paragraph response to each of the Essential Selection Criteria above.

Email your response to the Essential Selection Criteria with a current CV and a brief cover letter to [jobs@tendays.org.au](mailto:jobs@tendays.org.au)

Please use Associate Producer as the subject line of your email.

Applications must be received by **5pm, Wednesday 15th July 2026**.

If you have any questions about the role or the application process, call or email:

**Marnie Karmelita**  
**Artistic Director**

+61 484 688 845 | [marnie.karmelita@tendays.org.au](mailto:marnie.karmelita@tendays.org.au)

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