

OPERATIONS CONTROLLER POSITION DESCRIPTION

Title	Operations Controller
Office Location	1-3 Spring St. Burnie. 7320
Immediate Supervisor	Head of Production
Final Report	Artistic Director
Direct Reports	Temporary and casual staff as required including production coordinators, event coordinators, logistics staff and drivers.
Period of Contract	Maximum Term Full Time 12th August 2026 –11th April 2027.
Remuneration	\$67,500 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 POSITION

The objective of this position, in consultation and collaboration with the Head of Production, is to coordinate the supporting operational and logistical aspects of planning and delivering the Ten Days on the Island Festival 2027 on time, on budget and to a high standard.

KEY ROLE IDENTIFICATION

- Coordinate the Festival's transport needs including rental agreements, ground transport, airport and internal transfers, fuel management and driver liaison within budget and timeframes.
- Assist with the Festivals freight requirements including unaccompanied cargo, ground transport, customs and quarantine (including accompanied cargo).
- Coordinate the Festival's accommodation bookings for artists and event staff and crew within budget and timeframes.
- Work with the Programming and Production team to book all international and interstate travel for artists and crew.

CONTACT

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

MAIL

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ABN 17 096 692 690

- Assist with an inventory stocktake of the Festival stores, and input items into the Prepared software for show allocation.
- Working with the Associate Producer, assist with any visa applications, approvals and collation for international artists and crew.
- Coordinate the delivery of any artist merchandise and catering rider requirements as established by the Associate Producer.
- Coordinate the sourcing and delivery of resources including but not limited to; staff and volunteer t-shirts, water bottles, artist packs and catering requirements.
- Working with the Marketing and Production teams, coordinate the tender, production and delivery of festival signage to use through the festival.
- Working with the Programming, Marketing team, to assist in the distribution of event signage and other marketing material as may be required.
- Collaborate with the Marketing, Partnerships and Production team on Logistics supplier partnerships.
- Work with the Head of Production and Associate Producer on all areas of workplace health and safety, Access, public approvals, and compliances with regard to the holding of public entertainment as required.
- Report as required to the Artistic Director, Associate Producer and Head of Production on the development of and progress on the delivery of the events.
- Assist the Marketing department with the delivery of partner events as required.
- During Festival dates, daily liaison checks with sites, coordinators and managers to keep shows and events supplied and operational.

FINANCIAL & STAFF SERVICES

- Assist with the development of detailed event budgets.
- Track operational expenditure, purchase orders, event coding and reporting as required to the Head of Production.
- Maintain paperwork and approvals of expenditure to satisfy the organisations procedures and to prevent overspend.
- With the Head of Production, develop position descriptions for required Festival event staff and crew.
- Assist with the recruitment and contracting for the required Festival event staff and crew in support of the Head of Production.
- In collaboration with the Associate Producer and Production Manager assist with producing individual itineraries for visiting technical staff and creative teams as required.

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ADMINISTRATION & COMMUNICATION

- Ensure all data captured and documentation produced is done so using the required systems and software. This includes but is not limited to, Prepared for scheduling, resources, XERO for purchase ordering and ENTA/Airtable for invitation lists.
- Ensure all contracting is correctly implemented and catalogued, regarding (but not limited to) venue hires, accommodation and event staff and crew.
- With the Production team, manage the physical maintenance and stocktaking of Ten Days resources.
- Assist to maintain organisational records regarding events, venues, and resources.
- Assist the Office Administrator with material for the 2027 Staff Handbook to facilitate the staff and crew induction process.
- 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 operational requirements relating to the festival program and events.
- Ensure, comply with, and promote Ten Days workplace policies and procedures with staff and key stakeholders.

GENERAL

- Participate in regular Ten Days staff and departmental meetings.
- Attend Ten Days 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 Head of Production, Associate Producer, Head of Marketing, and/or Artistic Director.

SELECTION CRITERIA

Essential

1. Minimum of 1 year professional experience in the arts industry in Operations/Production and/or tertiary qualifications or an equivalent combination of relevant knowledge, training and experience.
2. Demonstrated experience in planning and monitoring of budgets.
3. Demonstrated experience in supervising staff.
4. Well-developed administrative skills including a high-level attention to detail, accuracy and efficiency.

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5. Excellent interpersonal skills including written and verbal communication, liaison, negotiation and the ability to maintain productive relationships with a broad range of stakeholders.
6. Demonstrated ability to plan, organise and prioritise work within tight timeframes.
7. Working knowledge of and competence in using computers, with specific skills in Microsoft Office, and database management software
8. Driver's License

Desirable

1. Previous experience within an arts festival or events environment
2. Experience with database systems, Microsoft 365, Excel and Prepared

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 2027 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.

HOW TO APPLY

Please provide a one-paragraph response to each of points 1 through 8 of the Essential Selection Criteria above.

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Email your response to the Essential Selection Criteria with a current CV and a brief cover letter to **jobs@tendays.org.au**

Please use Operations Controller as the subject line in your email.

Applications must be received by **5pm, Wednesday 29th July 2026.**

If you have any questions about the role or the application process contact:

Christian Storan
Head of Production.

+61 409 563 638 | christian.storan@tendays.org.au

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