



ADELAIDE FESTIVALCENTRE

Position Description

Issue No. : 3

Date: January 2024

Position Title:	Assistant Producer, DreamBIG Festival
Division:	Programming
Department:	Programming
Classification / Level:	P&A 5
Ordinary working hours & days:	Working hours are primarily undertaken between Mondays and Fridays. During Festival periods after hours work, including weekends, will also be expected.
Reporting to:	Creative Producer, DreamBIG Festival and Head of Programming Public Purpose
Positions reporting to this role:	N/A
Significant working relationships:	<ul style="list-style-type: none"> • Internal customers (employees of Adelaide Festival Centre) • External customers (including, patrons, government officials, visitors and general public) • Service providers • Live Performance Australia • APRA • Artists, Companies and Agents
Decision Making/Purchasing Authority:	Within delegated authority limits of purchasing authority.
Special Conditions:	Some after-hours work will be required particularly during Festival periods.
Information on Adelaide Festival Centre	Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.
Department Overview	DreamBIG Children's Festival is a biennial festival in Adelaide, South Australia. It is produced by the Adelaide Festival Centre., and is the longest running children's festivals in the world, and will be celebrating its 50 th anniversary in 2025. Placing its young audience at the centre of fresh, inventive, imaginative and inspiring arts experiences, it presents work for schools and families over a 10-day period in May every two years. It is arguably the largest festival of its kind in the Southern Hemisphere.
Summary of Key Purpose:	To assist in the coordination of the delivery of the DreamBIG Children's Festival through the provision of appropriate levels of project support, in particular to the Festival's Creative Producer.

Key Result Area / Accountabilities:
In consultation with the Creative Producer coordinate the Festival's logistical elements to ensure smooth delivery of the DreamBIG Festival.
Process payment of all invoices as required, in collaboration with the Festival Creative Producer.
Produce a payment schedule and arrange for payment of fees, royalties and other payments to artists as may be required. Process petty cash requirements for the festival.
In consultation with the Creative Producer, assist with contract preparation including liaising with artists and companies. In conjunction with the Creative Producer, monitor artist and AFC contractual obligations to ensure successful delivery. Follow up any issues re contractual obligations for resolution in consultation with the Festival Producer.
Develop, implement and maintain festival schedules, systems and operating procedures to ensure the effective delivery of the DreamBIG Festival, including the creation and maintenance of databases, event grids, artist itineraries, artist rehearsal schedules, travel and accommodation schedules and other scheduling as required.
Assist when required in researching possible events and artists for inclusion in the DreamBIG Festival and maintain artist materials records.
Liaise regularly with contracted artists/agents regarding their engagement at DreamBIG Festival during all stages of planning and delivery of the festival (e.g. marketing materials, production information, travel and dietary requirements and forward information and requests to relevant departments for action).
Book airfares, accommodation and ground transport for artists and provide accurate travel and accommodation schedules. Ensure artist itineraries and schedules are kept up to date at all times. Liaise with Publicity to ensure media and publicity calls are included in artist itineraries.
Provide briefing information for key service providers and key festival personnel and volunteers to support the smooth running of the festival.
Develop and implement a ground transport schedule for artists across the festival and coordinate a team of artist minders to support effective artist movement across the festival.
Liaise with Venue Sales and EBMS staff on a regular basis to ensure venue bookings and accurate performance information is correct, confirmed and distributed.
Establish and implement systems of information management as appropriate to ensure smooth and efficient delivery of AFCT projects.
Collaborate with festival production staff to review production requirements and budget for in-theatre program, adhering to and maintaining project budgets, and reporting any variances.
Facilitate communication flow between DreamBIG Festival and other AFC Departments by ensuring relevant information has been passed on to appropriate departments.
Confirm with APRA that appropriate licenses and documentation are in place that specifically relates to the DreamBIG Festival.
Undertake EBMS reporting training in order to perform queries, sort & group data and produce different styles of reports as required by the job function.
Liaise with artists/ agents and AFCT personnel concerning Australian Tax requirements, including Withholding Tax exemptions if appropriate and provide the relevant information for artist/agent follow-up.
In conjunction with the Marketing Department, assist in the proofing of materials relating to artist information within nominated deadlines.

Collaborate with Marketing, Development and other departments to ensure all internal stakeholders needs are taken into account for the Festival.
Liaise with any non-AFCT venues used during festivals and other venues and locations.
Complete ticketing builds and liaise with Ticketek regarding the ticketing requirements of the Festival.
Support the running of meetings through maintaining agendas, to-do lists and meeting minutes.
Perform any other duties as directed by the manager, within level of skills, experience and competence.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.
Demonstrate appropriate behavior and adhere to AFCT's policies and procedures in relation to EEO and the prevention of Bullying and Sexual Harassment in the workplace
Comply with all AFCT policies & procedures not limited to WH&S and Records Management.
EBMS (Event Business Management System)
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
Records Management
All records created within the conduct of AFCT business to be managed in accordance with AFCT's Record Management Policy, associated policies, procedures and legislation.
Work Health & Safety Responsibilities (WH&S)
Care for your own and others' health and safety.
Comply with any reasonable instruction from the department, so far as you are reasonably able.
Cooperate with all reasonable departmental policies and procedures.
Comply with the WHS legislation.
Wear and maintain Personal Protective Equipment (PPE) as directed.
Use other safety and emergency equipment provided in the workplace.
Assist with and conduct risk assessments.
Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.
Implement WHS policies, procedures and safe systems of work.

Key Competencies:	Requirement
Knowledge / Skills / Abilities	
Sound communication and interpersonal skills	Essential

Sound project coordination skills	Essential
Sound organisational skills and attention to detail to ensure that large amounts of information are managed effectively	Essential
Ability to work within budgets	Essential
Sound administrative skills and a systematic approach including computer literacy in Word and Excel, and computer databases	Essential
Excellent time management skills and proven ability to meet deadlines. Ability to prioritise workload and seek clarification and assistance when necessary.	Essential
A consultative team building style	Essential
An ability to operate with initiative and sometimes work with minimal supervision	Essential
Lateral thinking and problem-solving skills	Essential
Proactive, enthusiastic, and results orientated	Essential
An understanding of the arts/entertainment and/or music industries	Highly desirable
Familiarity with relevant awards, licensing procedures	Highly desirable
Sound contracting skills including the preparation of draft contracts	Highly desirable
Experience	
Experience working on a Festival or Major Event environment	Essential
Previous experience liaising with artists, companies and agents	Highly desirable

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Signature of Incumbent:

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Date: