

## Position Description

Ref : HRF013

Issue No: 1

Date: Nov 24

<b>Position Title:</b>	First Nations Program Coordinator
<b>Department:</b>	Programming
<b>Classification / Level:</b>	P&A3
<b>Ordinary working hours &amp; days:</b>	Working hours are primarily undertaken between Mondays and Fridays. During Festival periods, after hours work, including weekends will also be expected.
<b>Reporting to:</b>	Head of Programming Public Purpose and Programming Executive – First Nations
<b>Positions reporting to this role:</b>	Not applicable
<b>Significant working relationships:</b>	<ul style="list-style-type: none"> <li>• Programming Executive – First Nations</li> <li>• Artistic and Executive Producer, OzAsia Festival</li> <li>• Creative Producer, DreamBIG Festival</li> <li>• Executive Producer Adelaide Guitar Festival &amp; Commercial Music</li> <li>• Executive Producer Adelaide Cabaret Festival</li> <li>• Programming Executive &amp; Special Projects Producer</li> <li>• Internal customers (employees of Adelaide Festival Centre Trust)</li> <li>• External customers (including, patrons, schools, government officials, visitors, and general public)</li> <li>• Ticketek</li> <li>• Programming, Production and Marketing staff</li> </ul>
<b>Decision Making/Purchasing Authority:</b>	Nil.
<b>Special Conditions:</b>	Some out of hours work may be required from time to time.
<b>Information on Adelaide Festival Centre</b>	<p>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.</p> <p>Adelaide Festival Centre is located on Kaurna Yarta. We respect First Nations people around Australia and acknowledge the Kaurna people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation.</p>

**Position Description:** Programming Coordinator – First Nations

<b>Department Overview</b>	<p>The Programming department is charged with the responsibility of meeting the artistic objectives of AFC. Its mission is to provide a balanced program of arts and entertainment which assists with the development of the arts in Australia and South Australia and creatively and effectively utilises the venues of the Adelaide Festival Centre.</p> <p>Finally, the Programming Department creates and capitalises upon opportunities to use its creative and administrative resources to generate income for the Trust, which may then be used to support the Centre's artistic objectives</p>
<b>Summary of Key Purpose:</b>	<p>To support the mission and objectives of the Adelaide Festival Centre Trust through the provision of appropriate levels of administrative support to the Heads of Programming, the Learning &amp; Engagement Team and the Programming Team, with a focus on, but not exclusively, First Nations programs. This position will also support other festivals at the Adelaide Festival Centre,</p>

<b>Key Result Area / Accountabilities:</b>
In consultation with the Programming Executive – First Nations, coordinate logistical elements to ensure smooth delivery of all elements related to Our Mob, Our Words and any other events, workshops and activities that are part of the First Nations program and Festivals and the AFC year-round season as required.
Assist in preparing proposals, in liaison with programming, marketing, and development teams, for approval by management including rationale, risk assessment, budgets, pricing strategies and sensitivity analysis.
Help prepare project washups and report on achievement of individual project objectives
Produce a payment schedule and arrange for payment of fee's royalties and other payments to artists as may be required and process invoices as required.
Prepare contracts including liaising with artists and companies as well as with relevant staff and managers so that contracts can be finalised in accordance with AFCT requirements. Follow up any issues re contractual obligations to ensure successful delivery.
Develop, implement and maintain event schedules, systems and operating procedures to ensure the effective delivery of Events, Festivals and Projects as assigned, including the creation and maintenance of databases, event grids, artist itineraries, artist rehearsal schedules, travel and accommodation schedules and other scheduling as required.
Liaise regularly with contracted artists/agents regarding their engagement at AFC (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 always kept up to date. 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 events, festivals or projects as required
Develop and implement ground transport schedules for artists where required and coordinate artist minders to support effective artist movement where required.
Liaise with Venue Sales and programming staff on a regular basis to ensure venue bookings and accurate, performance information is correct, confirmed and distributed.
Establish and implement systems of information sharing as appropriate to ensure smooth and efficient delivery of AFC projects.
Provide production with artist technical requirements including updates by artists.
Complete completion of internal ticketing and venue contracts for performances and activities within agreed deadlines.
Facilitate communication flow between Programming 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 AFC Programming as required
Undertake EBMS reporting training
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 drafting copy, gathering images and proofing materials relating to artist information for programs and websites within nominated deadlines.
Perform any other duties as directed by the manager, within level of skills, experience and competence.
Provide outstanding customer service daily 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.
Be aware of and comply with Adelaide Festival Centre policies and procedures including EEO, prevention of Bullying and Sexual Harassment in the workplace and customer service guidelines.
<b>EBMS (Event Business Management System)</b>
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
<b>Records Management</b>
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.
<b>Work Health &amp; Safety Responsibilities (WH&amp;S)</b>
Care of your own health and safety and the health and safety of others.
Comply with any reasonable instruction from the Department of the Premier and Cabinet, and Adelaide Festival Centre, so far as you are reasonably able.
Cooperate with all reasonable the Department of the Premier and Cabinet, and Adelaide Festival Centre policies and procedures.
Comply with the WHS legislation by adhering to the WHS requirements set out in the Adelaide Festival Centre Trust's WHS management system.
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.

<b>Key Competencies:</b>	<b>Requirement</b>
<b>Qualifications / Education</b>	
A relevant arts administration qualification or similar and/or relevant work experience.	Highly desirable
<b>Knowledge / Skills / Abilities</b>	
Sound project coordination skills	Highly desirable
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
Excellent communication and interpersonal skills.	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
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
<b>Experience</b>	
Experience working in an Events environment	Essential
Previous experience liaising with artists, companies and agents	Highly desirable

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Signature of Incumbent:

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Date: