

Position Title:	Programming Coordinator, Cabaret
Department:	Programming
Classification:	P&A4
Ordinary working hours and days:	Working hours are primarily undertaken between Mondays and Fridays. During Festival periods, after hours work, including weekends will also be expected.
Reports to:	Head of Programming – Commercial
Positions reporting to this role:	Nil
Significant working relationships:	<p>Heads of Programming Festival Executives Visual Arts Curator Programming Executives Volunteer Coordinator Management and staff Marketing & Department teams Production Services staff Finance Department Third Party Venue providers in Adelaide Programmed artists and partners</p>
Decision making / Purchasing Authority:	Within delegated limits of authority.
Special conditions	<p>After hours work will be required, particularly during the Festival period.</p> <p>Possession of a clear Working with Children Check is essential.</p>
Information on Adelaide Festival Centre Trust	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	<p>Programming is charged with the responsibility of meeting the artistic objectives of Adelaide Festival Centre. 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. This helps to create opportunities for South Australians to experience arts and entertainment, and ensure the viability of the Centre by maintaining sufficient levels of activity to generate income from profit centres (catering, theatre hirings, booking fees).</p> <p>Programming 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>

Summary of Key Purpose:	<p>Develop and maintain excellent working relationship with everyone working on the assigned dedicated projects as required.</p> <p>To successfully assist in the coordination of key areas of Adelaide Festival Centre programming to ensure all requirements are effectively delivered including scheduling, databases, artist liaison, travel, logistics and administration. This will be supporting all programming activity across the board, including festivals and will also have a particular focus on supporting any special events planned,</p> <p>To communicate and maintain excellent relations with all key stakeholders, artists and internal festival staff related to the position.</p> <p>To oversee event administration, scheduling and logistics.</p> <p>To support the Adelaide Festival Centre programming team to deliver successful programming activity throughout the year.</p>
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Key Result Area / Accountabilities

<p>In collaboration with the Executive Producer:</p> <ul style="list-style-type: none"> • Liaise with artistic companies at all stages of planning for the delivery of productions; • Share technical rider with production staff and managing against budgets; • Coordinate artist rider requirements; • Check final detail of events times and schedules; • Coordinate, maintain and deliver all volunteer requirements for the festival.
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<p>Collaborate with Production staff to review production requirements and budget</p>

<p>Collaborate with Marketing, Publicity, Digital, Philanthropy, Corporate Partnerships and other departments to ensure all internal stakeholders needs are taken into account</p>
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<p>Collaborate with any non-Adelaide Festival Centre venues and locations used</p>
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<p>Draft contractual and other arrangements with specified artists</p>
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<p>Manage all aspects of Class of Cabaret year-round program in conjunction with the CentrED Education Officer, starting in July when applications open. This includes but is not limited to contracting the creative team and guest artists for masterclasses, management of timelines, planning and scheduling auditions and rehearsals, liaising with students, parents and schools regularly, coordinating logistics for the regional NOB Scholarship recipient and managing all stages of planning for the delivery of two shows as part of the Adelaide Cabaret Festival.</p>

<p>Maintain all contracts in system database and manage payment schedules for the Finance department and monitor payments to artists, produce purchase orders where required.</p>

<p>Manage Adelaide Cabaret Festival Withholding Tax exemption and Visa immigration applications and procedures in consultation with artists/agents, Department of Immigration and Withholding Tax agent.</p>
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<p>Management of overall Adelaide Cabaret Festival partnership and accommodation bookings with Intercontinental Hotel, valued at \$80,000.</p>
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<p>Liaise regularly with contracted agents/artists regarding their engagement</p>

<p>Assist the Programming Team with coordination of artist riders, airfare bookings, accommodation & freight requirements for artists for the development of accurate travel and accommodation schedules</p>
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<p>Assist in arranging the requirements for APRA licensing, accommodation, ground transport, artist comp tickets and customs clearance for visiting artists</p>

<p>Complete in-theatre ticket builds and liaise with marketing for seating holds for opening night events</p>

<p>Liaise with marketing and publicity to ensure media and publicity calls are included in artist itineraries</p>

Support Producers and team in the delivery of the core events.
Support the running of weekly meetings; maintain agendas, to-do lists and meeting minutes.
Maintain the master schedule as required.
Track and maintain all outgoing and incoming contracts and invoices
Support Programming to run events and activities throughout the year
Maintain stationery and office supplies for programming team staff
Assist with data maintenance and statistic collection for grants and annual reporting.
Provide feedback and review of systems and procedures.
General
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 behaviour and adhere to AFCT's policies and procedures in relation to EEO and the prevention of Bullying and 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
Qualification / Education	
Working with Children Check	Essential
Tertiary qualifications in arts management or related areas	Highly Desirable
Technical / Business Skills & Personal Attributes	
Sound communication and interpersonal skills	Essential
Previous experience working in an event assistant or coordinator role	Highly Desirable
Ability to use initiative and work with minimal supervision	Highly Desirable
Utmost confidentiality & discretion	Essential
High degree of computer literacy including MS Office products	Highly Desirable
Good time management and organisational skills	Essential
Proactive, enthusiastic, results orientated focus	Essential
Desire to contribute to a happy, healthy work environment	Highly Desirable
Sound numerical skills	Highly Desirable
A passion for and strong understanding of the arts/entertainment industry	Highly Desirable

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Signature of Incumbent:

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Date: