

POSITION DESCRIPTION

Job Title:	Artist Liaison (two positions available)
Job Type:	Full-time, fixed-term contract
Location:	Darwin, Northern Territory
Department:	Programming
Reports to:	Program Administrator
Engagement:	Tuesday 6 August to Tuesday 27 August 2018
Date Prepared:	March 2019

SUMMARY

Darwin Festival is northern Australia's leading 18-day international multi-arts festival.

Attracting attendances of more than 105,000 and delivering 230 performances across 30 venues annually, the 2018 Darwin Festival featured 703 local, national and international artists, and was delivered by 100 staff supported by 120 Festival volunteers.

With ticket sales and the number of participating artists more than doubling across the past two seasons, Darwin Festival is fast establishing itself as Australia's leading tropical winter arts festival.

ROLE DESCRIPTION

The Artist Liaison will provide the on-ground delivery and support of artist logistics for Darwin Festival. The Artist Liaison is an artist-facing role and is a key first point of contact for artists taking part in the Festival program.

The Artist Liaison works under the supervision of the Program Administrator and the Ground Transport Coordinator, who coordinate and administer artist logistics. The Artist Liaison will provide ground transfers to artists between the airport, accommodation and venues during artists' engagements with Darwin Festival.

The Artist Liaison will assist artists with their Festival schedule and will provide some administrative support. The Artist Liaison must have the ability to be flexible in their work hours, with late-night and early morning scheduled transfers required.

The Artist Liaison is supervised by the Ground Transport Coordinator and reports to the Program Administrator. The Artist Liaison holds key relationships with external stakeholders, including but not limited to, artists, agents, crew and venues.

This position is ultimately responsible to the CEO.

KEY RESPONSIBILITIES

1. Coordinate and implement ground transfer schedules for Festival Artists

- Under the supervision of the Ground Transport Coordinator, efficiently coordinate ground transfer schedules for Darwin Festival artists
- Act as a first point of contact for visiting Festival artists upon arrival in Darwin
- Move/carry luggage or equipment and hook up trailers as required
- Compile and distribute artist resources
- Assist artists with information and answer day-to-day questions about the Festival
- Liaise with venue front of house staff and/or stage management when required for artist pick-ups/drop offs
- Undertake general administrative duties as requested by the Ground Transport Coordinator or Program Administrator
- Provide excellent customer service to Festival patrons and assist members of the general public to engage with the Festival
- Undertake off-site, out-of-hours ground transfer work during the Festival period

2. Communication

- Work collaboratively with all members of the Darwin Festival team to ensure open and clear communication channels are maintained
- Participate in regular meetings with the Ground Transport Coordinator and Program Administrator

3. Workplace Health & Safety

- Participate in risk assessments as required
- Exhibit a proactive attitude to workplace health and safety

4. General

- Any other duties as reasonably requested by the Ground Transport Coordinator, Program Administrator or CEO.

KEY COMPETENCIES

Accountabilities

- Demonstrate the successful coordination of artist logistics and act as a central point of liaison between Darwin Festival and artists under direction of the Ground Transport Coordinator and/or Program Administrator.
- Demonstrate adherence to the Darwin Festival Finance Policy & Procedures as well as other organisational policies and procedures.
- Demonstrate WHS compliance.
- Deal with internal and external stakeholders professionally at all times to uphold, enhance and further the professional profile of Darwin Festival.
- Demonstrate excellent verbal and written communication skills, and participate as a team player with a positive, collaborative and inclusive attitude.

ESSENTIAL SELECTION CRITERIA

- Experience working in a ground transport role and/or liaising directly with artists and producers
- High-level organisational skills
- The ability to be flexible within constantly changing daily schedules
- Willingness and capacity to work irregular hours
- Excellent interpersonal and negotiation skills, excellent customer service skills and a high level of professionalism and presentation
- Knowledge of Darwin and the surrounding suburbs
- A current manual car driver's licence
- Capacity to work as part of a small, busy team under pressure and with good humour
- Knowledge of working in Datafest desirable
- Experience of working at festivals and/or events desirable

APPLICATION PROCESS

Interested applicants should submit a CV and a cover letter addressing the section criteria and qualifications, experience and skills to contact@darwinfestival.org.au

For inquiries, please contact Miriam Scapin, Festival Administrator, on (08) 8943 4200.

Applications close on Monday 3 June 2019 at 5.30pm (ACST).

Darwin Festival is an equal opportunity employer.