

Position Description – Programming Coordinator

Job Specification

Job Title: Programming Coordinator
Department: Programming
Reports To: Artistic Director
Direct Reports: Artist Liaisons

Job Scope

The Programming Coordinator works closely with the Programming team to support the logistics and administration of the annual artistic program. The role oversees the logistics of the festival eg accommodation and ground transport, prepares and administers artist contracts and financial arrangements, coordinates visas and taxation requirements, coordinates artist schedules, assists in the coordination of programming initiatives, and provides general support to the Artistic Director, Head of Programming and Producers.

Key Accountabilities	Tasks	Results
Project Management 45%	<ul style="list-style-type: none">Support the planning and delivery of project logistical requirements, which includes coordination of artist travel and accommodation, ground transport, and resourcesIn consultation with the Head of Programming, prepare and review settlements, and provide analysis to inform funding submissions and acquittalsIn consultation with the Head of Programming, assist the Production department to develop production schedules and event management plans	<ul style="list-style-type: none">Successful planning and execution of all projects logistical requirements including related artist requirementsEffective assistance with the development of production schedules and event management plansSuccessful management of Ground Transport to ensure requirements are being met

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> Be responsible for Ground Transport including managing and recruiting Artist Liaisons and schedule the activities of Artist Liaisons Coordinate the preparation and sign-off of artist and venue schedules, ensuring current and complete itineraries and schedules are communicated to other departments Coordinate the development of the Artist Handbook and welcome packs in consultation with the Programming team Provide support to the Programming team on coordinating programming initiatives including Access program, Schools program, and Industry Connect With the Programming team, obtain artist collateral, technical specifications and provide to relevant departments as required, liaise with the Ticketing department on ticket build information and artist comps and liaise with the Marketing department to ensure all even information is accurate and collated for the program guide and website Provide the Programming department's post-Festival data and statistics to relevant departments, including relevant project reporting 	<ul style="list-style-type: none"> All artist and venue schedules and itineraries are updated regularly, are accurate and communicated to all relevant team members in a timely manner Successful delivery of the Artist Handbook and welcome packs Post-Festival data, statistics and reporting are provided accurately and in a timely manner
Contracting & Administration 10%	<ul style="list-style-type: none"> Develop and maintain a high degree of competency in the operation of Company databases and software programs, including Microsoft Office and Monday.com Prepare, issue, monitor and file relevant contracts, insurances, APRA and any other required documentation or correspondence to ensure artist and company obligations have been met 	<ul style="list-style-type: none"> Demonstrate effective use of company databases and systems, raising any anomalies with the Business Administrator All relevant company and artist contracts, insurances and related documentation and correspondence is completed and filed accurately

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> • Prepare meeting agendas and minutes as required and ensure follow through for any meeting outcomes or actions • Support the overall financial, contractual and logistical administration of the delivery of the annual artistic program • Prepare, issue, monitor and administer artist, company, co-presentation and umbrella event contracts and provide contractual information to other internal departments to ensure artist and company obligations have been met 	<ul style="list-style-type: none"> • All relevant artist and show information is provided to related Departments accurately and in a timely manner • Ensure prompt completion and dissemination of meeting agendas, minutes, outcomes and actions
Stakeholder Management 10%	<ul style="list-style-type: none"> • Maintain high quality communication and positive relationships with Darwin Festival staff, venue and ticketing staff, suppliers, artists, patrons and partners • Assist the Head of Programming with delivery of the Schools Program launch and sector engagement programs • Develop and maintain positive relationships with artists, promoters and companies nationally and internationally • Maintain relationships with local arts companies and regularly attend local arts performances, festivals and functions 	
Communication 15%	<ul style="list-style-type: none"> • Work collaboratively with all Festival team members to ensure open and clear sharing of information across all channels • Ensure all changes to the program of events are communicated to all relevant team members 	<ul style="list-style-type: none"> • Demonstrated effective communication and collaboration with all Festival team members and related stakeholders • Timely notification of any changes in program events to all team members
General Duties 5%	<ul style="list-style-type: none"> • Attend Festival functions, program briefing and team meetings as required 	<ul style="list-style-type: none"> • Proactive and punctual attendance at all required meetings

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> Any other duties as reasonably requested by the Artistic Director, Head of Programming and/or Chief Executive Officer 	<ul style="list-style-type: none"> All assigned duties carried out in a proactive, positive and professional manner at all times
Teamwork 5%	<ul style="list-style-type: none"> Always maintain professionalism and follow standards as outlined in the Employee Handbook or relevant document. Follow direction as given by senior team members Adhere to Darwin Festival Values and Code of Conduct as outlined in the Employee Handbook Respect for the work environment, each other and all stakeholders Foster a collaborative team environment where creativity, suggestions and ideas are actively encouraged Support other team members by being understanding, approachable and patient Punctual to all work-related events including but not limited to start time, meetings and onsite work Take an active role in procedures and initiatives, including but not limited to: WH&S, Project Management, HR Induction, Onboarding etc. 	<ul style="list-style-type: none"> Full compliance and advocacy for all points raised
WHS 5%	<ul style="list-style-type: none"> Raise and report any or potential hazard or incident in the first instance within enableHR and to your direct Manager WH&S compliance – observe all work health and safety and Darwin Festival policy and initiative requirements to contribute to a safe, healthy and ethical workplace Effectively manage any Workcover claims (if applicable), work with stakeholders to minimise risks 	<ul style="list-style-type: none"> All WH&S matters raised you're your Manager in the first instance Adherence to all WH&S policies, procedures and instructions Any Workcover claim (if applicable) is well documented, resolved in best time frame,

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	<ul style="list-style-type: none"> Ensure you have contributed to the consultative process by advising management of any past, present or potential WH&S risks 	<p>ensure risk mitigation steps and measures in place</p> <ul style="list-style-type: none"> Promoter of best practice WH&S at all times
<p>Compliance 5%</p>	<ul style="list-style-type: none"> Demonstrate 100% compliance with any relevant government legislation Be fully conversant and compliant with all Darwin Festival Policies and Procedures Ensure internal control procedures are followed through (e.g. correct forms used to action associated tasks) 	<ul style="list-style-type: none"> No instances of non-compliance Promoter of compliance within the organization at all times

Person Specification

Experience	Education	Personal Attributes	Potential	Alignment with Organisational Values
<ul style="list-style-type: none"> Strong working knowledge of the national and international arts industry Proven experience in arts administration (minimum 2-3 years' experience) 	<ul style="list-style-type: none"> Current driver's license essential Demonstrated experience of administration in the arts, festivals or major events industry or Tertiary qualification in a relevant subject or commensurate industry experience 	<ul style="list-style-type: none"> Excellent verbal and written communication skills and the ability to build a rapport with a range of stakeholders to encourage cooperation and collaboration High level organisational skills 	<ul style="list-style-type: none"> Number of potential career options dependent on business needs and the contribution, experience and desire of worker 	<ul style="list-style-type: none"> We ensure a safe and healthy workplace for all We believe in honesty and acting with care, diligence and integrity in everything we do Foster a culture of mutual respect with the proper regard for the

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<ul style="list-style-type: none"> • High level interpersonal, verbal and written communication skills • Proven ability to manage projects and multi-task, whilst being responsible for all related administrative tasks • Excellent computer skills, including Excel, with a knowledge of Monday.com (or a similar platform) highly desirable • Experience in staff supervision is desirable 		<ul style="list-style-type: none"> • Demonstrated capacity to meet deadlines with an ability to work in a systematic way and provide direction to others • Capacity to work as part of a small busy team under pressure, with a positive, collaborative, respectful and inclusive attitude. • Excellent decision-making skills to reduce chances of error • Highly developed leadership and management skills • Proactive and pragmatic approach to responsibilities - able to show and share enthusiasm with Team. • Highly computer literate, able to self-administrate, pick up new systems and 		<p>rights and dignity of others</p> <ul style="list-style-type: none"> • We strive for compliance and continuous improvement daily teamwork – we enjoy our work and work collectively to achieve goals • We are accountable for our actions, performance and behaviours

Experience	Education	Personal Attributes	Potential	Alignment with Organisational Values
		processes quickly and also share expertise readily with others.		

Acknowledgment

Please acknowledge that you understand and will abide by this position description by signing both copies, one copy should be retained by yourself and the other copy is to be returned to the Human Resources Department.

Employee		Signature		Date	
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