

Position Description – Event Coordinator

Job Specification

Job Title:	Event Coordinator
Department:	Production
Reports To:	Production Manager
Direct Reports:	Site Managers, Events Technicians, Front of House Coordinator

Job Scope

The Event Coordinator assists in the coordination of technical and site production to support the safe and professional site delivery of Darwin Festival events.. Implements the Production department plans and budget, sources and oversees the deployment of suppliers and equipment, and oversees crew required to meet the delivery of the annual program under the direction of the Production Department Management.

The Event Coordinator coordinates logistics, suppliers, technical specifications and site plans for both purpose-built and existing venues. Is responsible for production assets, materials and equipment. Event Coordinator delegates to a team of production professionals specialising in site/venue management, lighting, audio, staging, stage management, construction and front-of-house services.

Key Accountabilities	Tasks	Results
<p>Project Management 55%</p>	<ul style="list-style-type: none"> Support the Production Manager and Technical Manager in the planning and development of the annual program, providing advice on event and venue logistics, site plans and quotes as requested, and offering solutions to achieve the ambitions of the artistic program Assist in the coordination of show technical specifications and plan accordingly, ensuring the technical specifications, freight, logistics and staffing are accurate for show specific requirements. Under direction of the Production Manager, plan, budget, schedule, delegate and manage the logistics, technical production, suppliers and crew at sites and venues during delivery 	<ul style="list-style-type: none"> Successful delivery of each stage of production projects to the satisfaction of the Production Department Management Successful negotiations with suppliers and workers to secure optimum results in proactive consultation with the Production Department Management All production schedules are accurately managed in a timely manner – in collaboration with the Production Department Management and other departments as required.

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> • Ensure necessary permits have been obtained, including road closures and traffic control, and ensure all permits and applications are submitted according to required timelines • Assist the Production Manager and Technical Manager in the preparation of production schedules for venues and sites, and oversee the delivery of production schedules to deadline • With the Logistics Coordinator, assist in the upkeep of the Production Equipment Asset Register of stored goods • Schedule, supervise and delegate to short-term production employees 	<ul style="list-style-type: none"> • All show specific requirements are met through planning, scheduling, budgeting, logistics management, delegation and technical production. • Participate in a departmental debrief immediately following event delivery and provide a written debrief report to the Production Manager prior to end of contract • Regular communication of developments and activities to be provided to the department management accurately • Daily Report to be submitted professionally accurately and on time
<p>Financial Management 10%</p>	<ul style="list-style-type: none"> • Take responsibility for the monitoring of relevant project budgets and expenditure • Report on a regular basis to the Production Manager on project budgets and expenditure • Obtain quotes and engage suppliers in accordance with the Darwin Festival Procurement Policy & Procedures • Ensure all project expenditure adheres to the Darwin Festival Finance Policies and Procedures and is undertaken with approval by the CEO and under supervision by the Head of Production 	<ul style="list-style-type: none"> • Daily review of all relevant project budgets and expenditure to ensure accuracy and that all budgets are adhered to; raising any anomalies in the first instance with the Head of Production • All financial reports (weekly, monthly, quarterly) provided are accurate and on time • All project expenditure is approved in advance by the CEO through the Head of Production
<p>Communication 15%</p>	<ul style="list-style-type: none"> • Work collaboratively with all Festival team members to ensure open and clear sharing of information across all channels 	<ul style="list-style-type: none"> • Demonstrated effective communication and collaboration with all Festival team members and related stakeholders

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> Communication and maintain relationships with external stakeholders (including, but not limited to, Emergency Services and Environmental Health stakeholders) regarding use of sites, regulations, permits and licensing to ensure each venue is compliant with Northern Territory rules and regulations 	<ul style="list-style-type: none"> Timely notification of any changes to projects or schedules to all team members
<p>General Duties 5%</p>	<ul style="list-style-type: none"> Attend Festival functions, briefings and team meetings as required Any other duties as reasonably requested by the Head of Production and/or CEO 	<ul style="list-style-type: none"> Proactive and punctual attendance at all required meetings All assigned duties carried out in a proactive, positive and professional manner at all times
<p>Teamwork 5%</p>	<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
<p>WHS 5%</p>	<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 	<ul style="list-style-type: none"> All WH&S matters raised with your Manager in the first instance

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> • 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 • Ensure you have contributed to the consultative process by advising management of any past, present or potential WH&S risks • Review and monitor the Darwin Festival’s Safety and Risk documentation and processes in-line with National Work Health & Safety (WHS) standards, with NT Work Health and Safety Legislation and Codes of Practice, as well as Festival site rules. • Ensure operational activities are conducted within the approved guidelines of relevant public safety acts and regulations relating to live public performance and in accordance with approved WHS standards • Undertake the responsibilities of Area Warden during event delivery 	<ul style="list-style-type: none"> • Adherence to all WH&S policies, procedures and instructions and participation in emergency and safety management briefings as required • Any Workcover claim (if applicable) is well documented, resolved in best time frame, ensure risk mitigation steps and measures in place • Promoter of best practice WH&S at all times • All WH&S documentation reviewed, updated and implemented in a timely manner • Operate equipment, including vehicles, elevated work platforms and forklifts to WHS guidelines • Area Warden duties completed thoroughly and in a timely manner
<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"> • Minimum four years' experience in technical production, preferably in a major event and/or festival environment, with demonstrated successful project management and problem-solving skills • Excellent knowledge of the technical and operational requirements of an extremely diverse range of art form performances • Ability to conceptualise and manage the complexity of production delivery in a multi-venue, multi-day festival environment • High level interpersonal, verbal and written communication skills • Proven ability to manage complex projects and multi-task, whilst being responsible for all related administrative tasks 	<ul style="list-style-type: none"> • Current driver's license essential • Current machinery licenses to operate telehandlers, forklifts, elevated work platforms is desirable • Current first aid certification • Current fire warden certification • Current Working with Children certification • Demonstrated successful minimum 2-3 years in a similar role a must • Desirable: tertiary qualification in production or similar, or demonstrated equivalent competency 	<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 • 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 	<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 rights and dignity of others • 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
<ul style="list-style-type: none"> • Excellent people management skills: able to effectively supervise and/or manage the activities workers • Excellent computer skills, including Excel, with a knowledge of Datafest highly desirable 		responsibilities - able to show and share enthusiasm with Team <ul style="list-style-type: none"> • Highly computer literate, able to self-administrate, pick up new systems and 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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