

ARTFRANSE

POSITION DESCRIPTION

Program Coordinator

POSITION TITLE: Program Coordinator

DEPARTMENT: FRINGE WORLD Festival Programming Team

TERM: Part time (4 days, 30.4 hours per week) from 27 September 2022 to 30 October 2022 then moving to full time (38 hours per week) from 31 October 2022 to 3 March 2023

REPORTS TO: Program Producer & Independents Producer

DIRECT REPORTS: N/A

SALARY \$60,000 - \$62,000 per annum calculated on a pro rata basis

ROLE OVERVIEW

ARTRAGE is recruiting for multiple Program Coordinators to assist in the delivery of the FRINGE WORLD Festival 2023 program. The major working relationships will be with artists, venues and the Marketing, Ticketing, Production and Technical teams.

The roles require a passion for the performing arts sector and assisting artists in the delivery of their events. The Program Coordinators will act as the primary point of contact between the Festival and its participants and will assist with event proofing, settlements, and on site delivery.

The successful candidates will have experiencing working in a fast-paced role, will have a high attention to detail and the ability to develop and maintain positive relationships with artists and other stakeholders.

ROLE DUTIES

Program Administration

- Act as the primary point of contact between Festival Participants and the Festival.
- Provide administrative support and coordination of key program and event deliverables.
- Proof all event information for the FRINGE WORLD website and app.
- Assist in the reconciliation of settlement payments, invoices, and attendance reports.
- Develop and maintain positive relationships with artists, venues, contractors, and other staff to ensure efficient and clear communications and delivery.
- Monitor the Artist Hotline during peak evening and weekend times during the Festival.
- Coordinate the organisation of program documentation across systems, including the alignment of artist/venue documentation, and ensure this information remains updated.
- Maintain high levels of communication and reportage internally and externally as required.
- Support participants in fulfilling their financial obligations for the Festival as well as providing visa application support.

Operations & Delivery

- Work alongside ARTRAGE Managed Venue site staff to assist with onsite logistics.
- Identify areas for improvement within the delivery of the Venue or Program and produce solutions to be implemented in collaboration with Festival staff.
- Provide information and briefings to relevant departments as and when required.

Team and Development

- Develop a close working relationship with the ARTRAGE teams in helping execute operations and deliver the FRINGE WORLD Program.
- Participate in internal and external feedback systems across planning, operations and debrief.
- Foster the development of positive and communicative working relationships.
- Embrace the ARTRAGE Values in all areas of work.

General

- Undertake any other duties assigned by ARTRAGE Management Team, which might reasonably be deemed to be within the scope of the role and having regard for the skills and qualifications relating to the role.

Skills Required

- Excellent interpersonal, verbal and written communication skills.
 - Excellent organisational and time management skills.
 - Demonstrated knowledge and awareness of the performing arts sector.
 - Strong administration skills and a high level of attention to detail.
 - Strong customer and stakeholder service skills with the ability to work with a diverse and wide range of people.
 - Demonstrated ability to work in fast paced environment, efficiently plan and prioritise workload.
 - Proven initiative and high levels of self-motivation, including the ability to work unsupervised.
 - Ability to work effectively in a team.
 - Ability to think outside the box and develop creative solutions to problems.
 - Competency with Microsoft Office suite especially excel.
 - Experience in learning new technology systems.
 - Previous experience working in a Festival and/or events environment.
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Location

Subject to State Government Guidelines, the role will operate from the ARTRAGE HQ Office - 89 Melbourne Street, Northbridge and other locations in and around Perth as required.

Application Process

In your application, please provide:

- A cover letter (max 2 pages) that addresses the Skills and Experience required for the role;
- A current resume with contact details of two professional referees.

Application closing date: **11:59PM AWST, Thursday 25 August 2022.**

To apply for the position, email your application to Kylie Baker, FRINGE WORLD Program Producer, kylie.baker@artrage.com.au with Program Coordinator in the Subject heading before the application closing date.

Applications received after the closing date will not be accepted.

Applications can only be sent via email as MS Word or Adobe PDF files with a total size of no more than 2MB. Do not attach ZIP or password protected files.

If you are unable to submit an application online or if you have any questions or queries regarding the application process or position, please email kylie.baker@artrage.com.au or call us on (08) 9227 6288.

At ARTRAGE we support and celebrate diversity. ARTRAGE is proud to be an equal opportunity employer. Persons of all backgrounds and beliefs are encouraged to apply.

By submitting an application for this position, you acknowledge and accept our Privacy Policy, which is available to view on our website.