

POSITION DESCRIPTION

TITLE: Programming Coordinator

REPORTS TO: Head of Programming Operations

LIAISES WITH: Associate Producer/s

The Programming Coordinator is a temporary contract position responsible for providing administration and coordination support to the programming team in preparation and delivery of the 2022 festival, including the coordination of services and initiatives that support Sydney Festival's Disability and Inclusion Action Plan (DIAP).

In this role, lived experience of disability and/or D/deafness will be a valuable asset.

The Programming Coordinator sits within the Programming department and works in liaison with all Festival departments and the Access and Inclusion Advisory Panel, to ensure that our festival program, events and communications are as accessible as possible.

The Sydney Festival office is accessible, and accessibility provisions can be made available to the position holder as required.

October 2021 – February 2022 (4 month contract)

DUTIES to include:

Prior to Festival:

- With Programming and Production teams, coordinate access requirements for the 2022 Festival, and liaise with service providers to plan and book access requirements
- Provide administration assistance to the Programming Team
- Oversee the coordination of performers, venues and artist ground transport within the parameters of agreed schedules
- Coordinate with all relevant parties any publicity requirements
- Notify all relevant parties of changes to any schedules
- General assistance as requested by the Head of Programming Operations
- Manage Artist accreditation passes together with the Associate Producer

During the festival:

- Be the main point of contact for the Programming team in the office during the festival and provide support as required
- Where appropriate, act as Sydney Festival representative and fulfil all manner of duties ordinarily associated with that of an Artist Liaison role if required
- Accompany artists to scheduled calls and events and ensure artists are aware of scheduled calls and other Festival related matters as required
- Organise Artist complimentary Tickets in association with the Associate Producer
- Organise Artist gifts and manage delivery to venues and hotels

QUALIFICATIONS AND PREVIOUS EXPERIENCE

- At least 2 years relevant experience in Arts Administration, cultural events, festivals or similar.
- Demonstrated experience working with Artists, Producers, Venues, particularly in a Festival environment. Prior experience in access provisions for arts and cultural events would be highly valuable in this role.
- Demonstrated experience in cultivating positive relationships and working with venues/artists/service providers

ESSENTIAL SKILLS AND KNOWLEDGE

- Knowledge of, and experience facilitating physical access provision, the provision of access languages and other access requirements.
- Ability to relate to artists and venues in a friendly and professional manner
- Expertise in the needs of Venues, Artists and Producers
- Experience communicating with D/deaf and disabled artists and audiences
- Strong problem solving skills, with a solutions-based approach
- Ability to communicate and develop relationships with a broad range of people, both internal and external to the organisation, in a professional and ethical manner
- Attention to detail and accuracy
- Ability to work in an integrated team as well as the ability to work autonomously
- Strong planning and time management skills, with a proactive approach to managing competing tasks and priorities and work to deadlines
- Technically proficient with computers, software systems and IT generally
- Ability to maintain effective shared folder systems, files and procedural documents
- Enthusiasm and a positive attitude with an ability to be a team player

Liaison with: Festival Producers
Head of Production
Event Co-ordinators
Performers
Casual Staff
Sydney Festival Marketing and Publicity

TO APPLY

Send in your CV along with a brief statement containing an outline of what you bring to the role and your understanding of Sydney Festival.

Email to: thomas.hamilton@sydneyfestival.org.au