



Level 5, 10 Hickson Rd, The Rocks
Sydney NSW 2000 Australia
Phone 61 2 8248 6500
Fax 61 2 8248 6599

sydneyfestival.org.au
ABN 60 070 285 344

Position Description: Artist Liaison - 2025 Sydney Festival

TITLE: Artist Liaison (2 roles available)

LOCATION: Sydney, Australia (on-site)

REPORTS TO: Head of Programming Operations

DURATION: December 2024 – January 2025 (1-month contract)

CONTRACT TYPE: Full-Time, Fixed-Term Contract

Purpose:

The Artist Liaison is responsible for providing comprehensive support to artists participating in the 2024 Sydney Festival. This role requires exceptional organisational skills, attention to detail, and the ability to manage multiple priorities in a dynamic environment. Working closely with the Programming and Production teams, the Artist Liaison ensures artists' needs are met before, during, and after the festival.

Sydney Festival values diversity and inclusivity. The office is accessible, and accessibility provisions will be made available as needed. Sydney Festival is an Equal Opportunity Employer.

Duties Include:

- **Artist Support:** Serve as the primary point of contact for artists, addressing their needs and ensuring a smooth and positive experience throughout the festival.
- **Logistics Coordination:** Manage travel, accommodation, and transportation arrangements for artists, ensuring all logistical aspects are handled efficiently.
- **Scheduling:** Assist in the planning and management of artists' schedules, including rehearsals, performances, and promotional activities.
- **Hospitality:** Oversee as required the preparation and upkeep of artist dressing rooms and hospitality areas, creating a welcoming and comfortable environment.
- **Communication:** Collaborate with internal departments (Production, Marketing, etc.) to communicate artist requirements and ensure all parties are informed of relevant details.
- **Onsite Support:** Provide on-the-ground support during the festival, addressing artists' needs promptly and resolving any issues efficiently under the direction of the Festival Producers.
- **Administrative Tasks:** Maintain accurate records of artist information, including contracts, itineraries, and expenses, ensuring all documentation is current and accessible.
- **Conflict Resolution:** Manage any issues in consultation with and under the direction of the Festival Producers or conflicts that arise with professionalism and sensitivity, striving for positive outcomes for all involved.
- **Post-Festival Follow-Up:** Assist in coordinating post-festival activities, including collecting feedback and reconciling expenses.

Essential Skills and Attributes:

- **Experience:** 2-3 years of experience in arts administration, cultural events, or festivals, with prior experience as an artist liaison highly desirable.
- **Skills:** Strong organisational, communication, and interpersonal skills, with the ability to manage multiple tasks simultaneously. A proactive approach to managing competing tasks and priorities, with a focus on meeting deadlines.



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- **Relationship Building:** Demonstrated experience in cultivating positive relationships and collaborating with venues, artists, and service providers.
- **Expertise:** Familiarity with the needs of venues, artists, and producers, along with strong attention to detail and accuracy.
- **Teamwork:** Ability to work both independently and as part of an integrated team.
- **Technical Proficiency:** Comfortable with computers, software systems, and general IT tools.
- **Attributes:** A proactive problem-solver with a keen attention to detail, the ability to work effectively under pressure, and a positive, team-oriented attitude.
- **Flexibility:** Willingness to work irregular hours, including evenings and weekends, as required by the festival schedule.
- **Cultural Sensitivity:** Ability to work professionally and ethically with a diverse range of people, both internal and external to the organisation, respecting and meeting their needs.
- **Driver's License:** Must have a Full Australian Driver's License and be willing to provide artist transfer support (a company car can be provided).

Liaison with:

- Festival Producers
- Head of Production
- Event Coordinators
- Artists & Crew
- Casual Staff
- Sydney Festival Marketing and Publicity

Deadline for application:

Friday, 20 September 2024.

If this sounds like you, please send us your CV and with a one page cover letter outlining what you would bring to the role – please email Nancy Hromin nancyhromin@culturezone.com.au