



Level 5, 10 Hickson Rd, The Rocks
Sydney NSW 2000 Australia
Phone 61 2 8248 6500
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sydneyfestival.org.au
ABN 60 070 285 344

Position Description: Artist Logistics Coordinator - 2026 Sydney Festival

TITLE: Artist Logistics Coordinator

DEPARTMENT: Programming

LOCATION: Sydney, Australia (on-site)

REPORTS TO: Associate Producer

DURATION: September 2025 – February 2026 (5-month contract)

CONTRACT TYPE: Full-Time (Temporary), Fixed-Term Contract

Role Overview:

The Artist Logistics Coordinator is responsible for coordinating international, national, and regional travel for artists, as well as providing administrative and coordination support to the Programming team in the preparation and delivery of the 2026 Sydney Festival.

This role is pivotal in the booking and management of artists' international and national flights, accommodation, visas, and transfers and booking of artist riders. The coordinator will liaise directly with Producers and maintain direct contact with artists and companies leading up to and during the Festival.

In addition, this role is responsible for the coordination of programming information and documentation, including gifts, artist guides and general administrative support for the Programming team.

Key Requirements:

- Exceptional administration and coordination skills, with a passion for working with artists, companies, and producers in a Festival environment. Experience in a similar role within a cultural institution, arts organisation, or Festival is highly desirable.
- A Full Australian Driver's Licence and willingness to provide artist transfer support (a company car can be provided).
- Brilliant attention to detail and accuracy, with experience in booking artist travel, including international visas.
- Ability to work effectively both in an integrated team and autonomously, with strong planning and time management skills. A proactive approach to managing competing tasks and priorities, and the ability to meet deadlines.
- Proven ability to manage relationships across a diverse range of internal and external stakeholders, with strong collaboration and team management skills.
- Technical proficiency with computers, software systems, and IT in general.
- Ability to maintain effective shared folder systems, files, and procedural documents.
- Enthusiasm and a positive attitude, with the ability to be a team player.

Responsibilities - Prior to Festival (September – December 2025):

- Coordinate, book, and manage all artist travel requirements (international, national, and regional) in collaboration with Producers, and work with external travel agencies and partner travel providers for flights and accommodation.



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- Work with international artists and companies to apply for and process relevant Australian visas.
- Oversee the coordination of performers, venues, and artist ground transport in collaboration with the logistics team.
- Create and manage schedules for artist arrivals and other company-related activities, ensuring all relevant parties are notified of any schedule changes.
- Provide administrative assistance to the Programming team.
- Manage artist accreditation passes alongside the Associate Producer.
- Prepare artist welcome packs and coordinate any other required information for companies.
- General assistance and other duties as requested by the Head of Programming Operations.

Responsibilities - During the Festival (January 2026):

- Serve as the main point of contact for the Programming team in the office during the Festival, coordinating changes to travel, schedules, and transfers, and providing support as needed.
- Act as a Sydney Festival representative and fulfil duties typically associated with an Artist Liaison role if required (e.g., meeting and greeting artists at the airport).
- Accompany artists to scheduled calls and events, ensuring they are informed of scheduled calls and other Festival-related matters.
- Manage the seasonal Artist Liaisons where required, ensuring smooth handover of information and providing guidance and support.
- Support the Associate Producer and Ticketing team with artist complimentary ticket requests.
- Arrange artist gifts and manage their delivery to venues and hotels.
- Assist the Associate Producer at selected performances where access service providers are present.

Liaison With:

- Head of Programming Operations
- Festival Producers
- Artists, Touring Management and Touring Companies
- Head of Production
- Project Managers, Production Managers & Event Coordinators, Technical Crew
- Casual Staff
- Sydney Festival Marketing and Publicity Teams

If this sounds like you, please send us your CV along with a one-page cover letter outlining what you would bring to the role. Email your application to thomas.hamilton@sydneyfestival.org.au

Applications close Friday, 5 September 2025.