

<b>Title</b>	<b>Program Administrator</b>
Reports to	Head of Programming
Date	September 2022– June 30, 2024
	Start date negotiable with successful candidate
	Full-time fixed term contract

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## Adelaide Festival

For more than 60 years, audiences have delighted in an outstanding mix of internationally acclaimed theatre productions, an eclectic array of world class musicians, breathtaking dance pieces, renowned writers and striking visual arts displays. Enjoyed amid warm March days and starry nights, Adelaide Festival's celebration of creative excellence makes for an event of truly epic proportions.

## Job summary

- Provide administrative support to the Head of Programming. Works within the Programming team to support them year-round in respect to managing contract systems, database requirements, and administrative support. The position will also deliver logistical aspects for the team up to and during the Adelaide Festival season, such as, but not limited to – artist contracting, travel bookings, visas, hospitality for artists, artist packs, scheduling/artist itineraries, ground transport, data input artist minding.

## Accountability and working relationships

- Reports to the Head of Programming, and works closely with the Program team, Production team and creative staff.
- Works closely with the Program Assistant to successfully manage the Artists ground transport and hospitality arrangements in the lead up to and during the Festival.
- Develops excellent relationships with community groups, artists and associated personnel to ensure successful delivery of events as specified.

## Key Functions

- Provide administrative support to the Head of Programming, and wider Program team as required;
  - Act as the Program team's representative for the Festival's Database system – Prepared;
  - Generate and maintain program trackers and processes, to ensure information flow;
  - Provide administrative support for meetings, including tracking actions, minutes and outcomes;
  - Assist with contracting of artists and travel arrangements for Festival programs, including travel, visas and accommodation:
  - Management of accommodation with Partner hotel;
  - Liaison with the Festival's Travel provider as required;
  - Initial co-ordination of all ground transport arrangements for Festival artists and companies. This position will then oversee the Program Assistant for practical ground transport arrangements in the lead up to and during the Festival;
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- Arrange music licencing for all projects in collaboration with the Programming team;
- Assist with the preparation of artist schedules;
- Data input of information for Festival program;
- Artist minding as required;
- Oversee co-ordination and delivery of artist packs;
- Maintain and provide a detailed statistic sheet at the end of each Festival;
- In conjunction with the Program team, monitor project budgets as designated to ensure minimisation of expenditure;
- Effectively communicate with key departments within the Adelaide Festival office which are responsible for the delivery of production, marketing, development and logistical requirements;
- Develop and maintain contacts with key presenters, producers, companies and other parties both in Australia and internationally integral to the presentation of Festival programs;
- Undertake other duties as may be directed by the Head of Programming and/or members of the program and Artistic team.

### **Specific knowledge and skills**

- Sound knowledge of the performing arts industry in Australia, highly desirable;
- Demonstrated knowledge of working with database systems;
- Experience in working in arts Festivals and an ability to manage the associated high levels of complexity;
- Strong interpersonal skills including a proven track record of developing excellent, productive relationships with a diverse range of artists, companies, community groups, and colleagues;
- Proven ability to manage projects within approved budgets;
- Driver's license preferred;
- Ability to work unsupervised and complete tasks within a specified timeframe;
- Capacity to work under pressure;
- A collaborative and flexible approach to problem solving and information sharing;
- Clear, concise communication, able to grasp information quickly and a keen eye for detail.
- An understanding and previous use of Festival scheduling programs

### **People and Culture**

- Participate as a proactive member of the Adelaide Festival Team to promote a culture of teamwork, mutual respect and trust;
- Participate in initiatives that enhance access, inclusion, innovation, education and sustainability;
- Adhere to and comply with Adelaide Festival policies and procedures including WHS requirements;
- Participate in improvement activities by evaluating processes for efficiency and productivity

**August, 2022**