

## Adelaide Festival 2020 Job Specification

<b>Position Title</b>	Special Events Coordinator
<b>Role Description</b>	The Special Events Coordinator is a high level position within the Adelaide Festival production team. The role will assist the Head of Production, Production Manager and Technical Consultant with the planning and implementation of various events presented by the Adelaide Festival, with a focus on outdoor events. The position involves a high level of staff management, equipment sourcing, budgeting and production oversight for Festival performances.
<b>Location/s</b>	Adelaide Festival Office, Various Event Sites
<b>Key Strengths</b>	<ul style="list-style-type: none"> <li>• Experience in working with a performing arts organisation, with focus in outdoor event and festival production</li> <li>• Solid knowledge of event contractors</li> <li>• High level of proficiency in budget management</li> <li>• Technical knowledge in lighting, audio and visual</li> <li>• Experience in working on events in theatrical and non-theatrical settings (such as outdoor sites or non-traditional performance venues)</li> <li>• High level of CAD drawing knowledge</li> <li>• Excellent knowledge of the technical and operational requirements of an extremely diverse range of performances and events</li> <li>• Excellent time management</li> <li>• Ability to manage a large amount of staff</li> <li>• Experience in dealing with local government and state government</li> <li>• Experience in submitting applications for approvals and licensing across a range of areas including (but not limited to), development applications, event licenses and change of use applications</li> <li>• Experience in handling supplier relationships</li> <li>• Ability to fit into existing processes and systems within the organisation</li> <li>• Experience with WHS and risk management</li> <li>• Excellent IT skills</li> <li>• Team player</li> <li>• Adaptable and flexible: ability to think on one's feet</li> </ul>
<b>Key Responsibilities</b>	<p>Event Project Coordination:</p> <ul style="list-style-type: none"> <li>• Plan, design and organise indoor and outdoor venues as required</li> <li>• All logistical negotiation with the City of Adelaide, emergency services, DPTI &amp; DEWNR</li> <li>• Project manage specific shows as required in agreement with the Head of Production</li> <li>• Direct involvement with the management of Adelaide Festival risk management plans and policies</li> <li>• Management of WHS on sites and in venues as required</li> <li>• Oversee bump-ins and outs as required</li> <li>• Liaise with external companies about the requirements of their productions</li> </ul> <p>Supplier Management</p> <ul style="list-style-type: none"> <li>• Be the main contact for key supplier relationships</li> <li>• Obtain quotes, and engage appropriate production agreements with contractors</li> <li>• Manage ongoing relationships with key suppliers</li> </ul> <p>Staff Management:</p> <ul style="list-style-type: none"> <li>• Directly supervise various short term production staff</li> <li>• Schedule crew and staff for specific projects and venues</li> <li>• Provide production staff support where required during delivery</li> </ul> <p>Financial Management:</p> <ul style="list-style-type: none"> <li>• Create budgets for many of the shows and venues within the Festival program</li> <li>• Monitor and report on production expenditure within agreed budgets. Track and update budgets</li> <li>• Seek quotes for many equipment hires</li> <li>• Order goods and services using Adelaide Festival finance system</li> </ul>

	<p>Resource Management:</p> <ul style="list-style-type: none"><li>• Assist Production Management with Resource Management</li></ul> <p><i>These duties and responsibilities may vary according to the ongoing requirements of the position</i></p>
<b>Reports to</b>	Head of Production
<b>Length of Appointment</b>	Start immediately (to be negotiated) – 30 June 2020 – Full Time