

ADELAIDE FESTIVAL AF

HR COORDINATOR



Adelaide Festival 2025. Image © Morgan Sette

POSITION DESCRIPTION

APRIL 2025

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ABOUT US

Taking place on the traditional land of the Kurna Nation of the Adelaide Plains, Adelaide Festival is Australia's International Festival.

For 65 years we have been the nation's major cultural drawcard, attracting many thousands of visitors annually: all making a pilgrimage to experience the finest international and national artistic endeavours. No other Australian festival has the capacity to present a program of works which can include epic international dance, opera, theatre and music.

Adelaide Festival is internationally recognised as Australia's pre-eminent arts festival. Alongside Edinburgh and Avignon Festivals, Adelaide Festival is cited as one of the top festivals in the world - providing audiences with the chance to see the most original and acclaimed artists working in the world today.

Our curated program includes Australia's largest, and only free, literary festival – Adelaide Writers' Week alongside a cross-section of theatre, opera, music, dance and visual art from artists of all backgrounds and cultures. Inclusivity, creativity, sustainability, trust and celebration drive our passion for delivering Adelaide Festival and Adelaide Writers' Week.

Since 1960, Adelaide Festival has also stood at the helm of artistic innovation, commissioning and championing groundbreaking new works and presenting them alongside the greatest established companies and artists.

ABOUT THE ROLE

Adelaide Festival is seeking an experienced, collaborative and HR Coordinator who will play a vital role in supporting the delivery of a positive, inclusive, and people-focused workplace. This hands-on position will provide day-to-day HR support across recruitment, onboarding, compliance, and employee engagement, while also contributing to broader people initiatives.

A key focus of this role is supporting the implementation and progression of the **Culture Review Action Plan**. This role will work closely with the Chief Financial Officer and wider team to help bring key actions to life—whether it's improving staff onboarding experiences, assisting with learning and development initiatives, or contributing to diversity, wellbeing, and inclusion programs.

This position offers a unique opportunity to join the team of one of Australia's most prestigious cultural events. This role is ideal for someone who is enthusiastic about creating great employee experiences, values genuine connection, and is looking to build their HR career in a supportive and purpose-led team environment.

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RESPONSIBILITIES

- Provide timely, accurate and legislatively compliant HR advice that is aligned to business outcomes and ethical decision making
- Provide general HR administrative support, including maintaining employee records, preparing contracts, and processing documentation
- Assist with end-to-end recruitment activities: job posting, candidate screening, interview coordination, and reference checks
- Support the implementation and progression of the Culture Review Action Plan
- Support onboarding and offboarding processes to ensure a seamless experience for new and exiting employees.
- Maintain HR systems and databases, ensuring information is accurate and up to date
- Coordinate training sessions, performance review processes, and employee check-ins
- Help manage workplace policies and ensure compliance with relevant legislation, including Fair Work and WHS requirements
- Assist with WHS processes such as incident reporting, training compliance, and ensuring a safe work environment
- Act as a point of contact for general HR inquiries and provide timely support or escalate as appropriate
- Contribute to HR projects, including diversity and inclusion initiatives, wellbeing programs, and employee engagement activities
- Prepare and submit HR-related reports to relevant government departments and agencies as required
- Assist in organising team events and recognition initiatives
- Support payroll processes by liaising with payroll staff and ensuring accurate employee data is provided

RELATIONSHIPS

The HR Coordinator:

- Reports to the CFO
- Works closely with the Corporate Services Team on payroll and employee records
- Collaborates with all staff across the organisation to support HR processes and foster a positive workplace culture
- Supports and liaises with the People and Culture Working Group on initiatives aligned with the Culture Review Action Plan
- Engages with external providers such as recruitment agencies, training organisations, and employment services as required
- Liaises with relevant government departments and regulatory bodies to support accurate and timely reporting

Please note that during the festival delivery period, out of hours and weekend work is required.

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KEY SELECTION CRITERIA

- Degree or tertiary qualification in Human Resources or a related field
- 2+ years' experience working in a similar role
- Strong knowledge of employment legislation and HR best practice
- Excellent communication and interpersonal skills
- Have a demonstrated ability to organise and prioritise a busy workload to meet deadlines
- Strong organisational abilities and attention to detail
- Ability to handle sensitive information with discretion and professionalism
- Have a demonstrated ability to develop positive relationships and work collaboratively with others
- Familiarity with contracts, national employment standards and Fair Work Act (desirable)
- Possess proficient skills in Microsoft Office
- A proactive, can-do attitude with a collaborative approach

STAFF BENEFITS

We're committed to creating a workplace that supports your wellbeing, growth, and life outside of work. As part of our team, you'll enjoy a range of benefits, including:

- Five additional days of paid 'festival' leave each year for year-round staff, on top of four weeks of annual leave
- Employee Assistance Program (EAP): Free, confidential support services for you and your immediate family, covering counselling and wellbeing
- Flexible work arrangements and family-friendly policies, including the ability to purchase additional annual leave, work from home options, and work flexible hours
- Access to complimentary and discounted tickets for a range of our performances and events.
- Free annual flu vaccinations

Adelaide Festival Corporation is an equal opportunity employer, we encourage and promote diversity and inclusion, and welcome applications from all backgrounds.