POSITION: Artist and Venue Coordinator (Venues)

LOCATION: Adelaide Fringe

TERM: Fixed term, 0.6, 12 month (Maternity Leave Cover)

SALARY: $55,000 pro rata, plus 9.5% superannuation

START DATE: 26 August 2019

END DATE: 28 August 2020

REPORTS TO: Head of Program Operations

ORGANISATIONAL CONTEXT

Adelaide Fringe is an annual open-access arts festival run over four weeks in Adelaide, South Australia during February and March. It is one of the largest, most popular and diverse arts festivals in Australia. Thousands of artists from around Australia and across the globe participate alongside home-grown talent, in art forms spanning cabaret, comedy, circus & physical theatre, dance, film, theatre, music, visual art and design.

1. POSITION SUMMARY

The Artist and Venue Coordinator’s principle role is to liaise with and provide support to Adelaide Fringe registered Artists and Venues. This includes facilitating artist and venue registrations, planning and delivering professional development and information sessions for Artists and Venues, planning and producing artist and venue resources and managing artist and venue communications.

The Artist and Venue Coordinator is heavily involved in the support and communications with Adelaide Fringe venues and delivers a yearly programs of events and touch points. The Artist and Venue Coordinator will be an integral team member in the development and implementation of the artist and venue registration (AVR) and ticketing platform (FringeTIX), and provides support to other members of the Artists, Venues, & Events department. The Artist and Venue Coordinator will also work across various projects at FringeWORKS including the setup and delivery of day time events during the Festival.

Adelaide Fringe will run from 14 Feb to 15 March 2020.
2. ORGANISATIONAL RELATIONSHIP

Department: Program Operations
Subsection: Artist and Venues
Supervises: Artist and Venue Intern
Internal Liaisons: Head of Program Operations, Artist and Venue Manager, Head of Ticketing and Digital Operations, Venues & Events Staff, FringeTIX and Digital Operations and other Adelaide Fringe staff and departments
External Liaisons: Adelaide Fringe registered Artists and Venues, Venue operators, Local Government Authority, local council and community organisations, arts industry and local business

3. KEY RESPONSIBILITIES

3.1 Liaise and support artists, presenters and venues to participate in the Adelaide Fringe
3.2 Assist a variety of Artists and Venues with all aspects of their registration, be it online, phone, or in person
3.3 Locate and encourage available venues suitable for Adelaide Fringe performances, installations and exhibitions, and in doing so, establish and cultivate ongoing stakeholder relationships with venue operators, managers and owners
3.4 Activate new Venue interest and support development of the Adelaide Fringe venue community through networking, off site visitations, managing information sessions and providing support and strategy
3.5 Liaise and support the progression of Diversity and Accessibility within the festival in association with the organisations Access Action Plan. Maintaining interdepartmental relationships with key Stakeholders within the venue community and organisational partners
3.6 Contribute to the development and implementation of the online artists’ venues registration platform (AVR), including development delivery, acceptance testing, training and support and review
3.7 In conjunction with the Marketing and Partnerships department lead the delivery of venue signage inclusive of venue decals and street signs
3.8 In conjunction with the Program Operations team produce a range of artist and venue resources both printed and digital, including but not limited to New Venue Handout, Artist Magazine, FringeWORKS Artist Guide, FringeWORKS Facebook page and Electronic Direct Mail
3.9 Support the preparation the Adelaide Fringe Guide (print publication) including, preparing raw data, editing and proofing in conjunction with Marketing, Brand, and Business Development Department
3.10 In conjunction with the Artists, Venues and Events team implement and manage communication with artists and venues including identifying new communication methods and tools
3.11 Ensure that the Artist and Venue Registration platform (AVR) and FringeTIX event details are up-to-date at all times
3.12 Proof event listings on the www.adelaidefringe.com.au

3.13 In conjunction with the Producer (Regional Programs) and Marketing and Partnerships Department, support detailed stakeholder management, engaging with local council and community organisation in order to promote suburban and regional Fringe activations.

3.14 In conjunction with the Head of Marketing and Business Development Department identify growth opportunities and partnerships within the FringeWORKS identity.

3.15 In conjunction with the Artist & Venue Coordinators and the Ticketing and Digital department compile detailed statistics on artist and venue participation at the completion of each Adelaide Fringe.

3.16 Assist the Artist and Venues Manager in supervising and coordinating short-term employees during the rollout of the Adelaide Fringe.

3.17 Embrace online organisation project management software.

3.18 Act as an ambassador for the organisational culture and values ensuring they are upheld and embedded.

3.19 Observe and follow all Work Health and Safety regulations and safe working practices.

3.20 Undertake projects and activities as directed by the Head of Program Operations.

3.21 Whilst this position description summarises the purpose of the job and lists its key tasks, it is not a definitive list of all the tasks to be undertaken. Tasks can vary from time to time at the discretion of your Manager. To deliver services effectively, a degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.

4. SELECTION CRITERIA

4.1 Excellent organisational skills and ability to meet deadlines.

4.2 Strong skills in excel and experience in data analysis and manipulation of data.

4.3 Demonstrated project management of large scale print publications.

4.4 Experience working with online data management platforms.

4.5 Outstanding communication skills with the ability to liaise, interact and communicate effectively and easily with a broad range of people, both internal and external to the organisation, in a professional and ethical manner.

4.6 Demonstrated experience working with local councils and venue operators in Adelaide.

4.7 Willingness to think creatively, problem solve and plan ahead.

4.8 Event management, including planning and delivery of a broad range of events.

4.9 Collaborative working style with the ability to work with a team and in a hands-on capacity.

4.10 Some previous knowledge and experience working in an arts environment.

4.11 Current C class driver’s license.
5. PERSONAL ATTRIBUTES

5.1 Keen enthusiasm for, and interest in, the arts
5.2 Ability to cope with high pressure situations and competing deadlines
5.3 Self-reliant and self-motivated
5.4 Ability to work effectively as a team player as well as independently
5.5 High level attention to detail
5.6 Competent public speaker
5.7 Patient, positive, amiable and good humoured