



Logistics, Travel & Accessibility Co-Ordinator POSITION DESCRIPTION

Title:	Logistics, Travel & Accessibility Co-Ordinator
Employment Conditions:	Fixed term, part time position with variable hours each week, 570hrs max
Remuneration:	\$35hr Casual (negotiable to be a fixed term Part Time contract)
Contract Term:	23 weeks - 22 nd March to 16 th August 2024
Location:	Festival of Voices Office - 77 Salamanca Place, Battery Point

Organizational Relationships

Reports to: General Manager

Key relationships: Artists, Artist Management, Ticking & Office Manager, Artistic Director, Operations Manager, Regional Producer, COVID Safety Co-Ordinator, Partnerships & Marketing Manager, Marketing Co-Ordinator, Choral Producers. Secondary: Festival event team, suppliers, contractors, audiences.

Festival of Voices - About us

The Festival of Voices mission is to celebrate community and encourage people to sing. This was the premise behind the first Festival of Voices in 2005. It remains the same today.

Festival of Voices is Tasmania's original marquee winter event. It has become known as Australia's premiere celebration of the voice, and one of the most important choral festivals in our region, combining contemporary and participatory programming, and singing workshops. In a 'normal' year the festival attracts an audience of around 30,000 people.

The reach and reputation of Festival of Voices has grown far and wide. The 'Godfather of modern a cappella' Deke Sharon (USA), describes Festival of Voices as 'pretty much the perfect vocal festival...and wishes that such a festival existed in every city and town every year.'

Prolific Australian songwriter, composer and multi-instrumentalists, Paul Jarman, describes Festival of Voices as 'mighty' and 'one of the great voice festivals in the world'.

Renowned German-based composer and conductor Gordon Hamilton, regards festival of Voices as 'a national treasure'.

Role Description

This is an exciting, near full-time contract position. We are looking for a strategic, organised and detail orientated operator. The role is strongly administration focused and you are highly organised with a demonstrated ability to use Microsoft Office applications with ease. This position requires a self-disciplined person with a strong sense of urgency and the ability to use their initiative. You must be productive with the ability to work autonomously and not be afraid to “get your hands dirty”.

This is an extremely dynamic and fast paced role, best suited to someone who can multi-task, think on their feet, and manage a range of conflicting priorities whilst ensuring a high level of service is provided to all our artists and staff.

Key responsibilities:

Role and responsibilities will include but not limited to:

- Specific and general management of logistics (including ground transport, freight, vehicle hire, drivers and accommodation)
- Management of accommodation partners and bookings for artists & staff.
- Management of flights as the point of liaison with travel bookings agent for visiting and local artists
- Providing comprehensive schedules of information for artists
- Management & scheduling of drivers for artist transfers, production & festival support requirements
- Management of artist immigration
- Management of artist One Music forms - collating data from artists, submitting to One Music
- Manage logistics budget and working within budget produced by General Manager
- Assistance with production licences, permits & approvals
- Scheduling signage distribution
- Coordination and distribution of accreditations
- Assisting the F&B Manager on rider management
- Assisting with Greenroom management
- Assist the GM in broader roles of external communication between Festival artists, participants and other stakeholders as deemed relevant, including but not limited to the coordination of ticketing, passes, registration, festival involvement and bookings
- Maintaining records, reports and documentation in regard to all venues, contacts, artists, agencies, suppliers and operational processes for the Festival as required by the GM
- Ensure effective and positive internal communication and information is maintained and encouraged. This position will be required to engage with Marketing and Development team members to ensure required information is shared and managed as required
- Provide a comprehensive debrief document post festival
- Undertake other tasks and responsibilities and contribute as a team player as reasonably required.
- Staying up to date with best practices for sustainability and being a leader in that space

Accessibility

In 2022 Festival of Voices created our first every Accessibility and Inclusion plan. This was driven by looking into the offerings available to create event spaces and experiences that can be accessed and enjoyed by people who are and are not disabled. We have created a 5 year plan and would like continue to implement and improve on these offerings for the future.

Role and responsibilities will include but not limited to:

- Serve as the Festival Accessibility Co-ordinator and act as a liaison between agencies. Working together with the Staff and Board to clarify responsibilities, correspondence and compliance.
- Develop a good working relationships with people and organisations with disabilities, to build awareness of and opportunities for artists and audiences with disabilities.
- Review current 5 year plan and plan for implementations of goals.
- Keep up to date with all emerging Accessibility information, and guidelines
- Provide training as needed to staff.
- Continue to update 5 year plan

WHS, Equal Opportunity, Discrimination and Harassment

The Festival of Voices team is committed to high standards of performance in relation to Workplace Health and Safety and the provision of Equal Employment Opportunity. All employees and contractors are expected to participate in maintaining safe working conditions and practices, as well as promoting and upholding the principle of fair and equitable access to employment/promotion, personal and professional development and training and the elimination of workplace harassment and discrimination.

The festival proudly holds current Rainbow Tasmania Accreditation and does not tolerate any form of harassment or discrimination. All staff members are required to comply with company policies and procedures and continue the positive, inclusive working culture that has been achieved.

Sustainability

In keeping with Tasmania's clean, green brand, the Festival of Voices takes our responsibility to Mother Earth seriously and ensures it demonstrates a commitment to environmental sustainability and acts as a model to other arts and cultural organisations in this regard. Festival of Voices aims to reduce its environmental footprint in all aspects of our operations

Employment Conditions

Subject to employee contract.

Requires current valid drivers licence.

APPLICATIONS

Please email applications to the attention Nadine Rowell, General Manager at nadine@festivalofvoices.com with 'Travel, Logistics & Accessibility Coordinator + *your name*' in the subject line.

Please include:

- A cover letter that includes your response to the key responsibilities in no more than two pages
- Your resume
- Two professional reference contacts - name, position, email and mobile contact details to be included

Closing date for applications is 30th November 2023