



CHORAL / POP-UP PROGRAM ASSISTANT Position Description

Title:	Choral / Pop-Up Program Assistant
Employment Conditions:	Casual position - variable hours - 355hrs max. Averaging 2 days a week until festival, full time over festival
Remuneration:	\$36.25 until 1 st July 2026 (CPI price increase thereafter)
Contract Term:	Asap to 31 st July 2026
Location:	The role is based in Hobart, Tasmania.
Contact:	The contact person for this position is Nadine Rowell, Chief Executive. Email: nadine@festivalofvoices.com

Festival of Voices – About us

Festival of Voices is Tasmania’s original marquee winter event and Australia’s premier celebration of singing. Founded in 2005 to celebrate community and encourage people to sing, the festival remains true to this mission today — welcoming all voices, from curious beginners to seasoned professionals.

2025 marked our 20th anniversary, a significant milestone that celebrates two decades of connection, creativity, and song. Held annually on palawa and pakana land in lutruwita/Tasmania, the festival features a vibrant blend of contemporary and participatory programming, choral performances, workshops, and massed singing events. We now welcome audiences of over 33,000 people.

The reach and reputation of Festival of Voices has grown far and wide. The ‘father 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.”

Renowned German-based composer and conductor Gordon Hamilton, regards Festival of Voices as “a national treasure.”

Guided by our values of **accessibility, authenticity, collaboration, excellence and sustainability**, Festival of Voices is a not-for-profit incorporated association managed by an experienced creative team.

About you (selection criteria)

You are someone who thrives in a dynamic, people focused environment and takes genuine joy in supporting choral music and community singing. You’re highly organised, tech savvy, detail oriented and comfortable juggling multiple moving parts from schedules and logistics to communications and venue coordination. You enjoy building positive relationships, whether you’re liaising with popup venues, supporting singers, or working alongside producers and fellow team members. You work well as a member of a team and can take the lead when

required. You bring initiative, reliability, and a calm, can do attitude to busy festival periods, and you're just as happy pitching in with practical tasks as you are maintaining accurate data and documentation. Above all, you care about creating smooth, welcoming and joyful experiences for our choirs, audiences and partners, and you take pride in being the steady support that helps a vibrant choral program come to life. -up venues, supporting singers, or working alongside producers and fellow team members. You bring initiative, reliability, and a calm, can

Duties may include, but not limited to:

- Scout possible pop-up venues - within Hobart and regionally
- Liaise with pop-up venues
- Update and maintain pop-up venue database
- Work on Microsoft 365 competently, efficiently and effectively
- Assist with logistical planning (eg bus transport, arrival and departure times, distribution of keyboards, music stands and banners)
- Assist with updating and maintaining choir and pop-up venue schedules
- Assist with updating and maintaining choir and singer registrations
- Work alongside choral and regional producers regarding timing of pop-up and ticketed events
- Assist with creating content for digital and print marketing materials
- Coordinate the delivery of digital and print marketing materials to pop-up venues
- Liaise with choral producer and the pop-up team to ensure equipment readiness and distribution
- Work at pop-ups during the festival period

Additional possible tasks within the wider choral program:

- Assist at pre-festival rehearsals/recordings
- Proofreading of print and digital content
- Other duties as required including music scanning, copying, collation

Employer of Choice

Festival of Voices is proud to be formally recognised through the Tasmanian Government's Employer of Choice Program, acknowledging our commitment to building a supportive, well managed and inclusive workplace. This recognition reflects our dedication to valuing our people, investing in their wellbeing and development, and creating a positive culture where creativity, collaboration and respect thrive.

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

Festival of Voices is committed to creating a vibrant and uplifting festival experience while actively reducing our environmental impact and championing sustainable practice within the arts sector. Guided by Tasmania's clean and green values, we embed sustainability into every stage of our planning, operations, and partnerships. We are dedicated to being a responsible event that supports our community, respects and protects our natural environment, and contributes to meaningful, positive change for future generations.

Employment Conditions

Subject to employee contract.

APPLICATIONS

Please email applications to the attention Nadine Rowell, Chief Executive at nadine@festivalofvoices.com with 'Choral / Pop-Up Program Assistant + *your name*' in the subject line.

Please include:

- A cover letter that includes your response to the Selection Criteria 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 2nd March 2026