

Production Coordinator – Position Description

Organisation: Adelaide Festival Corporation

Location: Adelaide, South Australia

Work type: Full-time

Sector: Arts & Culture

Salary type: Annual Package

Salary: \$70,000 + Super, pro rata

Contract Dates: October 2022 to end March 2023

Festival Dates: 3 - 19 March 2023

Application closing date: 8 July, 2022

The Role

Adelaide Festival Corporation has several Production Coordinator roles to fill for its 2023 Festival.

This position reports to the Head of Production, with close working relationships with the entire Production Team and overall organisation.

As Production Coordinator, you'll devise and oversee the production and operational delivery of a group of selected projects in Adelaide and its surrounds. The Production Coordinator role covers, scheduling, planning, site layout, logistics and the delivery of particular works.

Experience & Key Responsibilities

- Experience in delivering the production requirements and/or site requirements of theatre and/or outdoor events particularly in a performing arts centre, major events or festival context.
- Demonstrated experience in budget reporting, working within set budget parameters and delivering set financial outcomes.
- Demonstrated experience in event management, working to set deadlines and achieving objectives within a defined timeline.
- Experience in liaising with artists to ensure all production requirements are met.
- Experience in compiling event equipment lists, gathering quotations and negotiations with suppliers.
- Demonstrated experience in coordinating and delivering project schedules including bump in, performances and bump out.

- Sound experience in working with key stakeholders, local government and venues.
- Knowledge of Work Health and Safety and Equal Employment Opportunity issues, duties, responsibilities, communication, and paperwork.
- Follow best practice, manuals and procedures in relation to production operations and theatre/ event management to streamline workflow and create efficiencies.
- Develop and maintain project specific production schedules using Adelaide Festival database systems.

Key Strengths

- Ability to manage suppliers, contractors and staff.
- Strong knowledge of working in theatre environments and theatre terminology.
- Sound Technical knowledge of lighting, sound, audio visual and staging.
- Sound Experience in theatre and/or outdoor performances and events.
- Solid leadership skills.
- High level of attention to detail.
- Exceptional written and verbal, communication, and administration skills.
- Demonstrated collaborative working style with an ability to work as part of a team and in a hands-on capacity.
- Demonstrated high-level computer literacy – Microsoft Office Suite, database programs. AutoCAD competency will be looked upon favourably.
- Proven planning and problem-solving skills, with an ability to think creatively and laterally.
- Ability to implement safe work practices.
- Full C - Class Driver's license.

How to Apply

Qualified candidates are encouraged to submit a current CV and Cover Letter outlining your suitability for the position. Applications or queries can be submitted via email to prodadmin@adelaidefestival.com.au to the attention of Rohan Yates.

Applications close on 8 July 2022.

Only successful applicants will be notified. Adelaide Festival invites applications from all qualified candidates with current working rights in Australia.