

Title	Logistics Administrator
Reports to	Head of Programming
Date	September 2024– March 28, 2025 September to 31 October .8 November to March 28, 2025 Full-time Start date negotiable with successful candidate Fixed term contract

Adelaide Festival

For more than 60 years, audiences have delighted in an outstanding mix of internationally acclaimed theatre productions, an eclectic array of world class musicians, breathtaking dance pieces, renowned writers and striking visual arts displays. Enjoyed amid warm March days and starry nights, Adelaide Festival's celebration of creative excellence makes for an event of truly epic proportions.

Job summary

Works within the Programming team to co-ordinate and deliver logistical aspects of the 2025 Festival program such as, but not limited to – artist contracting, travel bookings, visas, hospitality for artists, artist packs, scheduling/artist itineraries, ground transport, data input and artist minding, as well as administrative support to the Head of Programming, Program Managers and Producers.

Accountability and working relationships

- Reports to the Head of Programming, and works closely with the Program team, Production team and creative staff.
- Oversee the program Assistant to successfully manage the Artists' ground transport and hospitality arrangements in the lead up to and during the Festival.

Key Functions

- Provide administrative support to the Head of Programming, and wider Program team as required;
 - As required, provide administrative support for meetings, including tracking actions, minutes and outcomes;
 - Manage, in consultation with Programming team, the logistics of Festival artists, including any travel, visas and accommodation requirements;
 - Liaison with the Festival's Travel and accommodation providers as required;
 - Co-ordination of all ground transport arrangements for Festival artists and companies. This position will then oversee the Program Assistant for practical ground transport arrangements in the lead up to and during the Festival;
 - Assist with the preparation of artist schedules;
 - Data input of information for Festival program;
 - Artist minding as required;
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- Oversee co-ordination and delivery of artist packs, green room requirements and artist riders;
- In conjunction with the Program team, monitor logistics budgets as designated to ensure minimisation of expenditure;
- Effectively communicate with all departments within the Adelaide Festival office which are responsible for the delivery of finance, production, marketing, development and logistical requirements;
- Undertake other duties as may be directed by the Head of Programming and/or members of the program and Artistic team.

Specific knowledge and skills

- Sound knowledge of the performing arts industry in Australia, highly desirable;
- Demonstrated knowledge of working with database systems;
- Experience in working in arts Festivals and an ability to manage the associated high levels of complexity;
- Strong interpersonal skills including a proven track record of developing excellent, productive relationships with a diverse range of artists, companies, community groups, and colleagues;
- Proven ability to manage projects within approved budgets;
- Driver's license essential;
- Ability to work unsupervised and complete tasks within a specified timeframe;
- Capacity to work under pressure;
- A collaborative and flexible approach to problem solving and information sharing;
- Clear, concise communication, able to grasp information quickly and a keen eye for detail.
- An understanding and previous use of Festival scheduling programs (Propared), highly desirable.

People and Culture

- Participate as a proactive member of the Adelaide Festival Team to promote a culture of teamwork, mutual respect and trust;
- Participate in initiatives that enhance access, inclusion, innovation, education and sustainability;
- Adhere to and comply with Adelaide Festival policies and procedures including WHS requirements;
- Participate in improvement activities by evaluating processes for efficiency and productivity

August, 2024