



## **LIVEWORKS ACCESS COORDINATOR**

### **Position Description**

#### **Employment Terms**

\$5,000 (+ GST), set fee, non-exclusive contract  
minimum contact hours will apply  
availability for full time hours 18-28 October (festival)

Starting: early August 2018

Ends: early-November 2018

Performance Space's standard Terms and Conditions of Employment form part of this job description.

### **APPLICATIONS CLOSE 9am Thurs 26 July**

#### **ABOUT LIVEWORKS**

Liveworks Festival of Experimental Art is Performance Space's annual major presentation season, spanning two weeks in October and activating the entire Carriageworks precinct: every theatre, gallery and studio space as well as the public and exterior spaces of the building. Throughout these spaces, Liveworks presents the most exciting new artists and works from across Australia and the Asia-Pacific region in an intensive festival environment. Liveworks has already found a unique place in Australia's arts ecology: fostering the most innovative new developments in contemporary art in the region, and connecting them with a broad, diverse and growing audience.

#### **ABOUT THE POSITION**

The Access Coordinator works within the Performance Space Audience Development Team to connect access services with audiences for our annual Liveworks Festival of Experimental Art. Liveworks is a ten-day festival held at Carriageworks presenting experimental and interdisciplinary art from across Australia and the Asia-Pacific region. In 2018 the festival will run from **Thursday 18 – Sunday 28 October**.

The Access Coordinator reports to the General Manager and will be responsible for developing, promoting and coordinating the access program throughout Liveworks. The Access Coordinator will work independently but will liaise closely with the Programming Team, the Ticketing and Box Office Manager, the Marketing Manager, Volunteer Coordinator and Venue Front of House staff to ensure that access program and audience needs are met across all facets of the organisation.

Liveworks is the major presentation program of Performance Space and will require the Access Coordinator to approach their tasks with drive, professionalism and a commitment to connecting the Liveworks Access Program with audiences and service organisations. The Access Coordinator will have experience managing a program of services within an arts organisation, as well as an understanding of the

needs of access patrons. They will be able to juggle multiple tasks simultaneously, communicate effectively and complete their work to a high standard in a busy environment.

**Key Duties:**

- Undertake outreach and audience development activities for access services, promoting the Liveworks program to the access community
- Increase attendance and participation in the Liveworks Access program
- Assisting in developing a range of access services for the Liveworks 2018 program in dialogue with the Performance Space programming team
- Develop an accessible version of the Liveworks guide for the Performance Space website, based on a template
- Coordinate all contracted service providers and meet them on the night of each access event
- Attend each access service and ensure service-users engage positively with Performance Space
- Alert the Performance Space production team to any technical requirements for access services
- Work with the Ticketing Manager to coordinate box office and booking procedures for access service users
- Coordinate a staff and volunteer access training session in the lead up to Liveworks
- Provide any details that are required for reporting and program evaluation to Performance Space

**Key Deliverables:**

- Organise one access training session for Performance Space staff and volunteers in the lead up to Liveworks
- Secure cross-promotion for the access program through industry service organisations
- Engage at least 25 audience participants with the Liveworks Access Program
- Deliver the Liveworks Access program with attention to detail and within budget
- Develop a program of access services including; 3 Auslan Services, 2 Audio Description services, 1 Kinaesthetic tour, 1 tactile tour in dialogue with the Performance Space programming team
- Develop ticketing and front-of-house procedures for access services and communicate them to relevant Performance Space and venue staff
- Ensure access equipment is sourced, maintained and prepared throughout Liveworks Festival
- Will attend a debrief session on completion of the festival at date/s to be confirmed

**APPLICATIONS CLOSE 9am Thurs 26 July**

To apply please send:

- a curriculum vitae (CV) of no more than two pages;
- a statement of no more than two pages that illustrates how your skills, knowledge and experience match the duties and person specifications.

Please ensure your full contact details including phone number and postal address, are included in your CV.

We will only accept applications by email. Email your application to [vanessa@performancespace.com.au](mailto:vanessa@performancespace.com.au)

Please provide all attachments as PDFs.

Performance Space is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.