



LIVEWORKS Volunteer Coordinator

JOB DESCRIPTION

Title: Volunteer Coordinator, Liveworks Festival

Basis of employment: Festival Casual Contract

Hours: Part-time and Full time (see schedule)

Salary on commencement: \$52,000 p.a. plus superannuation pro rata

Reporting Line: Reports to Ticketing and Front of House Coordinator

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

PERFORMANCE SPACE

Performance Space is the crucible for risk-taking artists. Emerging over 30 years ago in response to artists' articulated desire to explore and investigate new forms of art, Performance Space has consistently identified, nurtured and presented new directions in contemporary practice. We champion risk, experimentation, and new modes of creative expression. Performance Space continues to evolve and renew to meet the needs of the independent sector and explore new models for developing and presenting the most critical and important new work.

The breadth of our organisational and artistic activity is informed and underpinned by a commitment to diversity. Performance Space embraces a diversity of artistic and cultural perspectives as being fundamental to a vibrant and engaging experimental arts culture. We therefore privilege the work of Aboriginal artists, practitioners from diverse cultural backgrounds, artists exploring new takes on sex and gender, disability and artists pushing the boundaries of the human through experiments with new technology.

LIVEWORKS

Liveworks Festival of Experimental Art – 18- 28 October 2018

Liveworks is Performance Space's annual festival that champions the most exciting new contemporary art from Australia and the Asia Pacific region.

Now in its third year, Liveworks will take place across the iconic Carriageworks precinct in Redfern this spring. Liveworks is all about the most provocative and ambitious new developments across artforms from visual arts, theatre and dance to digital media, sound, socially-engaged practice and beyond presenting them to a large and engaged audience.

Liveworks Volunteer Coordinator

The Liveworks Volunteer Coordinator will commence in mid September and work in a part time capacity 2 days per week for one month. The position will be full time (all days) during the festival, from 15-28 October, including evenings and weekends.

The position works closely with the Liveworks Ticketing and Front Of House Coordinator in recruiting, scheduling and managing festival volunteers. This position is directly responsible for volunteer management and supervision, ensuring that shifts are adequately covered; volunteers are fully briefed and knowledgeable about the program; and that volunteers are supported to undertake their duties in a safe and stimulating environment.

The Liveworks Volunteer Coordinator is also responsible for assisting the coordination of complimentary tickets supervised by the Ticketing and FOH Coordinator. This includes managing artist and VIP rsvps, partner ticketing allocations and keeping accurate record of complimentary ticket allocations with the Ticketing and FOH Coordinator.

The duties of the Liveworks Ticketing and Volunteer Coordinator are to:

- Work with the programming team and the Ticketing and Front of House Coordinator to identify volunteer needs across all aspects of the Liveworks program
- Recruit, manage, induct and coordinate all volunteers for the Liveworks Festival
- Coordinate and manage volunteer-related events such as inductions and information sessions as appropriate
- Schedule and track volunteer shifts as required and allocate volunteer ticket rewards as earned
- Ensure that volunteers are professionally managed, supervised and respected as important Liveworks team members
- Liaise with the Ticketing and FOH Coordinator and Carriageworks FOH staff to manage invigilation and volunteer roles for the festival
- Work with the Ticketing Coordinator to ensure complimentary and VIP tickets are smoothly and accurately allocated to each Liveworks event and performance
- Liaise with programming and development staff regarding the allocation and booking of agreed artists and partner/donor complimentary tickets across Liveworks

Essential Criteria:

- Demonstrated ability to lead teams of volunteers including scheduling of rosters
- Strong organisational skills
- Excellent written and verbal skills and ability to communicate with influence

- Strong customer service experience and problem solving/conflict resolution skills
- Meticulous eye for detail across multiple events
- Strong computing (Mac) skills including working knowledge of email, word-processing and spreadsheet applications – including scheduling skills
- Availability to work evenings and weekends

SCHEDULE

From week beginning September 17 2018
4 weeks at 2 days per week

FESTIVAL:

From October 15 2018

Festival - Full time 2 weeks 15-28 October (14 days)

1 day wrap week beginning 29 October

Total contract 23 days

For more information or to discuss please call Vanessa Lloyd, General Manager 02 8571 9116 or email Vanessa@performancespace.com.au

APPLICATIONS CLOSE 9am Monday 30 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.

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.