



## **LIVEWORKS**

### **Volunteer Coordinator**

#### **JOB DESCRIPTION**

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<b>Title:</b>	Volunteer and Front of House Coordinator, Liveworks Festival
<b>Basis of employment:</b>	casual contract, festival role
<b>Hours:</b>	Part-time and Full time (see schedule)
<b>Salary:</b>	Pro rata of \$55,000 p.a. plus superannuation
<b>Reports to:</b>	General Manager/Marketing and Development Manager

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

Application due                      Monday 1 July 2018

#### **PERFORMANCE SPACE**

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Performance Space is the crucible for risk-taking artists. Emerging over 35 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**

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## **Liveworks Festival of Experimental Art – 17- 27 October 2019**

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.

### **Volunteer and Front of House Coordinator**

The Volunteer and Front of House Coordinator will commence in September and work in a part time capacity 2 days per week until the position is full time during the festival, from 14-27 October, including evenings and weekends.

The position works closely with the Liveworks Ticketing and Audience Experience Coordinator in recruiting, scheduling and managing volunteers and coordinating all Front of House processes. 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 Volunteer and Front of House Coordinator also works closely with the Carriageworks Front Of House team to deliver a smooth and welcoming experience for Liveworks audiences and volunteers. They work closely with the Performance Space programming team to develop and deliver all volunteer requirements and Front Of House procedures for the festival projects.

The Volunteer and Front of House Coordinator is also responsible for assisting with Front of House ticketing needs with the Ticketing and Audience Experience Manager. This includes managing RSVPs, ticketing allocations and collection of tickets from box office.

### **The duties of the Volunteer and Front of House Coordinator are to:**

- Work with the programming team and the Ticketing and Audience Experience Coordinator to identify volunteer needs across all aspects of the Liveworks program
- Recruit, manage, induct and coordinate shifts for all volunteers for the Liveworks Festival
- Coordinate and manage volunteer-related events such as inductions and information sessions as appropriate
- Ensure that volunteers are professionally managed, supervised and respected as important Liveworks team members
- Liaise closely with the venue's Front of House team to coordinate Front of House staff and volunteers roles for the festival

- Liaise with programming and development staff regarding the allocation and booking of agreed artists and partner/donor complimentary tickets across Liveworks
- Work with the Ticketing and Audience Experience Manager to ensure these tickets are accurately allocated and assists with ticket collection
- Undertake general duties as required including office administration, general enquiries and attending staff meetings

**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 during the festival period

**SCHEDULE**

**PART TIME**

Commencing September 23 at 2 days per week

**FULL TIME:**

Commencing October 14

Festival - Full time 2 weeks (working all 14 days)

Total Package: \$4,400 plus super

For more information or to discuss please call Vanessa Lloyd, General Manager 02 8571 9116 or email [Vanessa@performancespace.com.au](mailto:Vanessa@performancespace.com.au)

**APPLICATIONS CLOSE 5pm Monday July 1 interviews in mid 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.

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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.

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