**POSITION DESCRIPTION**

Title:                                      Digital Coordinator

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

Basis of employment:                project contract

Remuneration:                         Fee $4,000 Plus Super

Reports to:                              Marketing and Development Manager,
                                             Digital Festival Producer

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

**ABOUT PERFORMANCE SPACE**

Performance Space is the crucible for risk-taking artists. Emerging over 38 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.

**ABOUT LIVEWORKS**

Liveworks Festival of Experimental Art is Performance Space's annual major presentation season, now in its eighth year, 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 ROLE**

Performance Space's Liveworks Festival of Experimental art has an extensive digital program across live panel discussions, live work-in-progress showings, interviews, art film screenings, workshops and interactive digital artworks. The digital coordinator will work between the production and marketing teams, across the website and all the digital projects, to help bring the digital program to life.

The Digital Coordinator reports to the Marketing and Development Manager and the Festival Producer, and also works closely to realise all digital elements of the festival program with the Production Manager.

**DUTIES**

- Work with the Marketing Manager, Production Manager and Festival Producer to understand the scope of the digital festival and how best to deliver this to audiences.
- Be across the workings of the Performance Space website CMS
- Owner of the Vimeo account, which we run all live streams through. Making sure all live streams are scheduled and running properly.
- Mapping the digital audience journey and making sure all comms are in place.
- Work with the Marketing Manager, Production Manager and Festival Produce to make sure all necessary assets and copy are collated for all projects, ready for festival delivery.
- Responsible for watching all digital events to confirm that they are running smoothly, while in direct contact with the tech team on the ground to resolve issues.
- Moderation of all chats attached to digital events, including the inclusion of extra information about the show and the artists to keep the conversation engaged.

**SELECTION CRITERIA**

Essential
- Excellent organisational and administrative skills including experience in word processing, spreadsheets, databases, Google drive and gmail.
- Understanding of digital platforms such as Vimeo, or similar.
- Experience working with website content management systems, managing content updates.
- Excellent attention to detail
- A high level of oral and written communication including copywriting and editing skills
- Demonstrated initiative and an ability to problem solve in the work-place and prioritise competing demands
- A good general knowledge, competency and literacy in the digital sphere.

Desirable
- Experience in an arts organization or interest in the arts
- Adobe suite (specifically InDesign and Photoshop)
- Web developer experience in Umbraco, HTML or Java script.
- Experience in the delivering of digital events

**2022 SCHEDULE:**

September – October: (negotiated part time schedule)
17 days or equivalent time to complete the role in total
Total Package $4,000 +Super
Schedule Plan

| Week Commencing | Days |
|---|---|
| September 26 | 2 |
| October 3 | 2 |
| October 10 | 2 |
| October 17 | 6 |
| October 24 | 5 |

For more information or to discuss please call Stella Kirkby, Senior Marketing and Development Manager 02 8571 9116 or email stella@performancespace.com.au

**HOW TO APPLY**

APPLICATIONS CLOSE 5pm Wed 27 July and interviews will be held later that week.

Please send the below to stella@performancespace.com.au

• A cover letter outlining your interest in working with Performance Space as the Digital Coordinator for Liveworks, and address how your skills, knowledge and experience align with the key responsibilities and selection criteria. (no more than 2 pages)
• A curriculum vitae (CV) of no more than two pages listing two references;

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

We will only accept applications by email.

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.