

PERTH FESTIVAL

Position Title:	Production Administrator
Department:	Production and Programming
Supervisor:	Production Manager and Audience Services Manager

About Perth Festival

At the edge of Australia, at the edge of the world, our lifestyle, our environment, our history provides us with a singularly distinctive outlook on how we celebrate creativity and culture — and embrace the very best that humanity has to offer from anywhere on the planet. Every summer since 1953 Perth explodes with music, dance, stories, conversations and laughter. Bright and bold and refreshingly down-to-earth, our Festival is made for locals — but we invite everyone to jump in, and experience art in a different light.

We are uniquely placed to celebrate the oldest living culture in the world by championing rich indigenous traditions and contemporary arts practice.

We build a creative community through arts sector development and diverse audience engagement, which are the heartbeat of the Festival. We collaborate with local institutions, grass roots arts organisations and provide opportunities, skills and jobs for hundreds of people each year.

This Festival and this city share the most dynamic region in the world, the Indian Ocean Rim and East Asian time zone where more than 60% of the world's population lives. The opportunities for artists, producers and presenters to explore creative engagement and international partnerships throughout the region are boundless.

The Festival was born out of the University of Western Australia's annual summer school entertainment nights as a “festival for the people” in response to a changing post-war society hunger for cultural nourishment.

Perth Festival now stands as Australia's premier curated arts festival – and one of the greatest in the world – with a diverse program of international artistic excellence that honours the vision of Festival founder Prof Fred Alexander:

“Keep up your standards and seek the best that is available to you wherever it may be found; but don't allow the Festival to become the exclusive preserve of the ultra-highbrows who might be tempted to forget that it is primarily a festival for the people of Perth.”

Role statement

As the appointee to this position you will, under the supervision and direction of the Production Manager and Audience Services Manager provide the administrative support for the production and audience services aspects of the 2020 Festival.

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Key responsibilities

1. Act as the key administration and office support resource for the production and audience services aspects of the 2020 Program
2. Schedule meetings and collate notes for all risk management, risk and audit WIPs across the 2020 program
3. Develop and oversee the schedule of the Production Runner
4. Support with the contracting and booking of Festival venues
5. Manage the retail catering requirements across venues, including communicating with and booking vendors
6. Support with the research and reporting on rates for freight and supply needs
7. Support with administrative requirements and develop the schedule for distribution of amenities / incidentals / supplies for all sites
8. Collate and provide information of short term / casual contract employees to the Head of People and Culture under the direction of the Production Manager and Audience Services Manager
9. Provide timesheet administrative support (using the web based system Deputy) to the Production Manager, Production Coordinators, Audience Services Manager and Finance and act as a key contact for the casual team's timesheet queries
10. Support with collection and administration of cash advances and Load and Go cards for the casual and fixed term team
11. Raise and track purchase orders, monitor invoice payments and ensure compliance with Finance policy and process
12. Assist in data entry for production schedules in the Festival event management system (Datafest)
13. Collate and deliver on relevant reporting requirements at conclusion of the event
14. Any other duties as requested by the Production Manager and / or Audience Services Manager

Specific work capabilities (selection criteria)

1. Proven ability to support the production aspects of a range of events in a complex environment
2. Highly developed interpersonal and communication skills, both written and verbal
3. Highly developed attention to detail, organisational skills and demonstrated ability to set priorities and to meet deadlines
4. Experience with health and safety processes and some exposure to risk management planning
5. Experience with Datafest is desirable