

The Unconformity – Position Description

Role: Program Coordinator
Location: Queenstown, Lutruwita/Tasmania
Date: January 2025

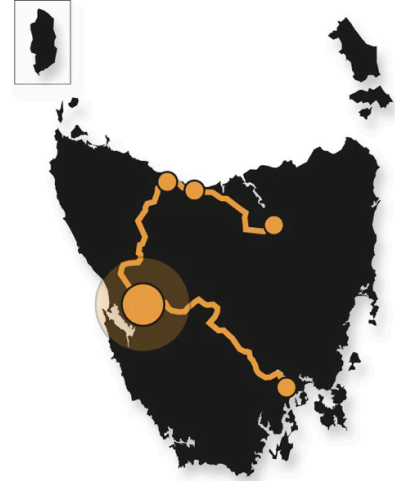
The Unconformity

What We Do

The Unconformity is a professional community-based arts organisation located in Queenstown on the West Coast of Lutruwita/Tasmania.

Our principal activity is a biennial contemporary arts festival supported by a constantly-evolving program of explorations:

- the **Festival** is our signature event, presenting new, place-responsive artwork by local, state, national and international artists developed with, by and for, a discerning local community;
- the **Explorations** are constantly-evolving arts and culture projects across tourism, knowledge and community development that centre around knowledge-building, cultural infrastructure, professional development and creative exchange.



The Unconformity values:

- the palawa Aboriginal community and their continued connection to the land and place;
- the West Coast: the community and its spirit of place;
- artists, their art, and their power to transform individuals and communities;
- staff, volunteers and supporters in government, business and community; and,
- ethical organisational conduct.

Organisational Structure

The Unconformity is a non-profit cultural organisation that is governed by a volunteer Committee of up to ten members who strategically represent a cross-section of skills and experiences as well as community and sector representation.

The Committee of Management maintains strategic oversight over the organisation's direction, approves event programs and budgets, and delegates specific tasks to relevant subcommittees on an ongoing basis including programming, HR, stakeholder management, governance and finance.

Led by the CEO, The Unconformity's operations and programs are executed by a small and dynamic team made up of the Artistic Director, Executive Producer, Marketing and Partnerships Manager, Community Engagement Coordinator, Finance Officer and Assistant Producer.

Project and festival specific staff such as production managers and coordinators, stage managers, artist liaisons, site crew, ticketing and front of house staff are appointed as required.

The Role

Summary

The Program Coordinator role is responsible for coordinating the planning and delivery of year-round cultural programs on the West Coast and supporting community engagement related to both Explorations and Festival projects.

Operating from The Unconformity's Queenstown office, the Program Coordinator plays a key role in connecting local and visiting artists, community members and regional stakeholders with the organisation and its West Coast activities. This role is responsible for coordinating public programming within The Unconformity Hall, producing community-based aspects of the cultural program to a high standard, and working with other staff to manage, improve and increase the organisation's engagement with the West Coast community.

The Program Coordinator reports directly to the Artistic Director, and collaborates with the CEO on operational matters, including financial, HR and budget matters, equipment and hall hire processes and venue coordination.

Details

<u>Job title:</u>	Program Coordinator
<u>Employment type</u>	Part-time, 0.6 FTE 22.8 hours per week
<u>Accountability</u>	Reports to the Artistic Director
<u>Direct Reports:</u>	TBC - Program Assistant
<u>Remuneration</u>	TBC pro rata + applicable superannuation This role is entitled to four weeks annual leave and ten days sick/personal/carer's leave per year (pro rata) with no leave loading. Payroll is processed fortnightly based on 22.8 hours per week with the expectation that all staff record actual hours in a supplied timesheet to record any accumulated time-in-lieu (TOIL).
<u>Phone Contribution</u>	\$65 pro rata will be provided per calendar month towards a mobile phone bill.
<u>Professional Development</u>	\$1000 pro rata will be provided per calendar year towards the cost of professional development opportunities with any related expenses over \$250 required to be approved in writing by the Artistic Director.
<u>Office Location</u>	Queenstown, Lutruwita/Tasmania
<u>Travel</u>	When overnight travel is required, a per diem rate of \$65 per night away will be provided as well as a fuel contribution of \$0.30 per kilometre, if using your own vehicle.
<u>Accommodation</u>	Single bedroom accommodation will be provided for any required travel. At times, accommodation may be in a shared house or apartment.
<u>Insurance</u>	This role is covered under The Unconformity's Workers Compensation and Public Liability insurance.

Primary Duties

Program Coordination

- Coordinate cultural programs including Explorations, Artist Residencies, Open Halls, The Unconformity Art Trail, arts and cultural workshops, artist talks, youth programming, exhibitions, and other local initiatives with the objective of facilitating and advancing The Unconformity's relationship with local and visiting artists, community members and regional stakeholders.
- Assist the delivery of The Unconformity's creative developments by engaging with artists, community members and audiences through information sessions, targeted meetings and conversations, local knowledge and community outreach.
- Coordinate artists in residence and creative developments, including scheduling, contracting, logistics, documentation, public outcomes, and debrief stages. Provide on-the-ground support to artists on an as-needs basis: meeting them on arrival and providing local orientation; understanding their research and creative practice; supporting access to materials, equipment and spaces; maintaining knowledge of their activities; and facilitating positive engagement with local community members, artists and businesses.
- Coordinate The Unconformity Art Trail to ensure local artists are empowered and supported to present their work as part of the festival while maximising audience engagement and enjoyment. Duties include: collecting information on artists and venues interested in participating; communicating requirements of the organisation, artists, and venues, including risk management and insurance; be the main point of contact for participating artists and venue owners; identify and plan for logistical, marketing, technical and practical requirements for the Art Trail.

Stakeholder Engagement

- Maintain connection with the arts and culture community across the West Coast alongside gathering knowledge of trends, relationship dynamics and changes that impact the West Coast community. Use this connection to help inform and nurture relationships with local artists, community members and regional stakeholders, including updating an internal calendar of other regional events.
- Implement regular reporting and communication with West Coast Council in line with the current Memorandum of Understanding (MOU) between The Unconformity and Council.
- Work with the Marketing and Partnerships Manager to drive communication initiatives that promote The Unconformity's programs locally, and assist with inventory recording and postage of merchandise.
- Work to ensure that artistic and cultural enquiries and proposals are directed within the organisation and processed in an efficient and timely manner.
- Develop and maintain positive relationships with the broad array of community members, artists, suppliers, audiences and stakeholders associated with The Unconformity's festivals, events and cultural program.
- Represent The Unconformity online and in person in various forums including, but not limited to, community events, arts sector gatherings, events managed by funding bodies and key stakeholders, and relevant information sessions, where appropriate.

Systems and Operations

- Administer The Unconformity's equipment and hall hire programs; manage enquiries; facilitate bookings; organise equipment pick-up and return; securely store equipment; check equipment is in

working order and request replacements if required in collaboration with the Production Manager.

- Work with the Executive Producer to provide a safe and functional working environment for core staff, festival staff and crew during on-the-ground festival and event production periods. This includes coordinating catering, ensuring all required materials, consumables and stationery are well-stocked and appropriate signage is displayed across the space.
- Work collaboratively with team members via online platforms and systems used by the organisation for project management, and in accordance with policies and procedures. This includes but is not limited to Slack, Google Drive, and Monday.com

General

- Attend and contribute to weekly team meetings, in person or via zoom.
- Ensure compliance with The Unconformity's obligations to manage safe and secure programs, equipment and assets, and venues for staff and audiences.
- Implement accessibility requirements of cultural programs throughout the planning and execution stages.
- Undertake other tasks and responsibilities within the scope of the role and as agreed with the Artistic Director and Executive Producer.

Selection Criteria

The successful candidate will demonstrate the following skills and knowledge:

Essential

1. High level communication and relationship management skills.
2. Knowledge of arts and cultural practices, including the needs and expectations of artists working in professional practice.
3. Project management skills, including scheduling and logistics.
4. Experience with Microsoft Office software, including Word and Excel, and Google Suite.
5. Proven time management skills.
6. Ability to problem solve, be resourceful and demonstrate initiative.
7. Access to a vehicle, a valid driver's license, and willingness to travel intrastate.

Desired

1. Experience working with regional communities.
2. Experience working or volunteering within an arts and culture context.
3. Experience in festival or event working environments.

Personal Attributes

The successful candidate should also demonstrate the following personal attributes:

- Enthusiasm, positive energy and ability to work effectively with other people;
- The ability to work within allocated resources and deliver on outcomes with strong attention to detail;
- The ability to manage time sensitive work, deadlines, and fluctuating workloads;
- Self-motivated, with the ability to work both unsupervised and in team settings;
- Highly ethical and innately inclusive.

How to Apply

Applications should respond to the position description, address the selection criteria and include:

- A cover letter and current CV; and
- Contact details for two referees.

Applications should be submitted as a PDF document and emailed to Executive Producer Maddie Korn at maddie@theunconformity.com.au. Enquiries can also be sent to this email address.

The closing date for applications is **11.59pm AEDT on Tuesday 28 January 2025**.