



Digital Coordinator, Australian Performing Arts Forum

Position Description

Reports to	This position reports to TNA's Program Manager.
Liases with	This position works closely with the APAF Production Manager and APAF Event Coordinator, and with the other TNA core and APAF contract staff as needed.
Hours	<p>This is a contract position. Days and hours worked are open to negotiation. The workload schedule is approximately as follows (however we acknowledge that this position needs to be flexible and this may vary from week to week):</p> <ul style="list-style-type: none">• Approx 2 days per week from 14-27 August• Approx full time for two weeks before and the week of APAF (28 August – 17 September)• Approx 2 days post-event <p>Hours during the three days of the Forum (13-15 September) will be within 7am – 8pm.</p>
Remuneration	\$6,000 fee (plus Superannuation). No leave will be paid on this contract.
Location	This position is based in Brisbane, working remotely with occasional in-person meetings and tasks, until onsite event delivery during the week of 11-17 September.
Term	Monday 14 August 2023 to Friday 29 September 2023

About TNA

Theatre Network Australia (TNA) is the leading national industry development organisation for the contemporary performing arts, with a focus on the small to medium and independent sectors. Our ten-year vision is for a safe, healthy, and relevant performing arts sector. We are highly regarded for our caring and flexible work culture, putting the needs of people first so that they feel inspired and energised at work.

TNA's Employment Policy

We value the rich contributions to the arts made by people from a variety of backgrounds, and we aim to have a diverse group of people working at TNA. We strongly encourage applications by people from culturally and linguistically diverse backgrounds, First Nations people, and people with disabilities.



About the Australian Performing Arts Forum (APAF)

APAF is a biennial gathering for the national performing arts sector, including organisations and independents from theatre, dance, circus, and other live art forms. Produced by Theatre Network Australia (TNA), APAF (formerly known as Australian Theatre Forum) has been taking place since 2009, hosting ~350 delegates from across Australia. Delegates can expect three days of insightful and relevant speakers and facilitated conversations, networking and socialising, and excellent catering. APAF prides itself on centring artists and responding to the current issues, needs and opportunities that are impacting our sector right now.

APAF 2023 will take place in Brisbane during the Brisbane Festival, September 13-15 at the Brisbane Powerhouse (BPH).

Role Overview

This role works alongside the APAF Event Team to deliver the APAF Digital Program.

Key Tasks

Access, Inclusion, Equity and Justice

- Ensure access requirements for digital systems are anticipated and provided.

Registration Platform & Integrations

- Assist with transferring delegate info between registration system and digital event platform.

Digital Program & Event Platform

- Take the lead as Subject Matter Expert on the Digital Event Platform, including integrations with other platforms and systems.
- Work with Curator, Executive Producers & Production Manager to coordinate roll-out of all digital program elements.
- Ensure up-to-date content is live on digital systems throughout APAF.
- Troubleshoot technical issues with digital systems.
- Work with Production Manager to liaise with contractors and ensure seamless delivery of livestream and on-demand digital content.

Online Delegates

- Assist online delegates with accessing digital program and troubleshooting technical issues.
- Coordinate, moderate and troubleshoot online spaces.

Selection Criteria

1. Professional experience delivering digital/hybrid live events.
2. Experience with digital platforms such as ticketing systems, event/conference platforms, databases and website builders.
3. Strong communication skills and interpersonal skills.
4. A deep understanding of the need for the performing arts sector to be safe and inclusive for people from under-represented groups such as First Nations people, people of colour, Deaf/Disabled people, people from regional areas, and the LGBTIQ+ community.

Applications

Applications close **Friday 14 July, 2023**. Written or video applications are welcome.

Your application should introduce yourself, speak to your interest in the position and in working with TNA on APAF, and outline your professional experience (arts and non-arts). As a guide you may wish to submit:

- A 1 -2 page cover letter addressing the selection criteria and a 1-3 page resume.
- Video EOIs should be less than 10 minutes and cover your key relevant experience.

Applications can be addressed and sent to TNA Program Manager, Steph Speirs at steph@tna.org.au. We may request further information as part of the process.

If you have any questions, please contact Steph: email steph@tna.org.au or call 03 9947 1016. If you need support in completing an application, please contact Steph ASAP.