Event Coordinator, Australian Performing Arts Forum
Position Description

Reports to	This position reports to TNA's Program Manager.
Liaises with	This position works closely with the APAF Event Team, and with other TNA core and APAF contract staff as needed.
Hours	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): • Approx 2 days per week from 14 August – 3 September • Approx full time hours for one week before and the week of APAF (4-17 September) • Approx 2 days post-event Hours during the three days of the Forum (13-15 September) will be within 7am – 8pm.
Remuneration	$5,000 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 2023 Australian Performing Arts Forum.

Key Tasks

Venue Operations

Working collaboratively with venue, festival and event staff:

- Liaise with on-ground front-of-house, venue services, event, catering and marketing staff to ensure all teams are working together for seamless delivery.
- Assist with setup and changeover of spaces, working with BPH staff and APAF Team to ensure adequate personnel for timely venue setups.
- Liaise with APAF Stage Managers to monitor program and schedule, helping to ensure speakers, delegates and event personnel are where they need to be.
- Assist with extra events outside of Forum (such as networking & drinks event/s), including assisting delegates to transition from APAF to offsite venue.

Access & Inclusion

- Monitor the dedicated "quiet space" to ensure it is available throughout the Forum (and that it remains quiet!).
- Manage access requirements of delegates and volunteers.
- Liaise with BPH venue staff to understand accessibility within all spaces, and ensure all APAF staff are adequately briefed in their use.
- Include access, inclusion, equity & justice principles and processes in volunteer briefings and ensure they are adhered to by volunteers throughout the Forum.

Volunteers

- Take the lead on developing volunteer schedule, briefing/info docs, and daily duties plan, working with APAF & Venue Teams to ensure coverage of all areas and tasks.
- Coordinate volunteer agreements & volunteer onboarding processes.
- Supervise & brief volunteers to ensure they have a positive experience before, during and after the Forum.

Catering

- Coordinate with APAF Team, Brisbane Powerhouse events team and catering providers to ensure seamless and timely delivery of catering.

Delegates & FOH

- Assist with tasks such as managing enquiries, registration requests, communicating with delegates, and maintaining delegate lists.
- Liaise with BPH FOH & Venue staff to ensure delegates have an enjoyable experience moving through the venue and all requests/concerns are addressed promptly and with care.

Marketing, Documentation & Evaluation

- Maintain records of processes & incidents for reporting, evaluation & future planning purposes.
- Develop and deliver APAF documentation and evaluation report.

Selection Criteria

1. Experience in delivery of live events.
2. Demonstrated organisational skills and capacity to work adaptively in a team context.
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 LGBTIQA+ 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.