

RISING :

PROGRAM ADMINISTRATOR ROLE JUNE 2020

POSITION DESCRIPTION

ROLE :	PROGRAM ADMINISTRATOR
TERM :	FULL TIME, FIXED TERM UNTIL 16 JULY 2021
TEAM :	PROGRAMMING & PRODUCTION
REPORTING TO :	DEPUTY EXECUTIVE PRODUCER
SALARY :	\$70,000 + SUPERANNUATION

RISING

RISING is a surge of art, music and ceremony in the heart of Melbourne.

Taking the place of the Melbourne International Arts Festival and White Night Melbourne, RISING is a major cultural event for the Asia Pacific Region created by a diverse team of local, national and international artists and curators.

RISING will begin on the evening of the total lunar eclipse in May 2021. Interlocking circles of experience and connection will radiate through the night, as the city re-synchronises and is re-energised with public art, performance and music spanning the emerging and iconic, the epic and intimate.

The inaugural festival will take place 26 May – 6 June 2021.

<https://rising.melbourne/>

THE ROLE

We are looking for a Program Administrator to help us build and maintain the robust administrative systems needed to realise our ambitious program. This role is suited to an experienced arts administrator who is passionate about the cultural sector and thrives in a fast-paced team environment.

Reporting into the Deputy Executive Producer and Executive Producer, you'll work closely with the entire Programming team and the Production Administrator in day-to-day operations. As a new festival, RISING has a strong focus on producing our own events and commissioning new work. You'll play a key role in ensuring our operational model has dynamic, flexible and efficient administrative systems.

Your ability to process information and your friendly but firm demeanour will enable our increasingly complex workflow to be managed across multiple departments in a streamlined way. You see it as your mission to minimise onerous procedure and maximise seamless information sharing.

Your experience in arts administration has taught you to be meticulous, but flexible and adaptable. You know where the roadblocks might appear and how to pre-empt them. You're collaborative and have a positive approach to finding solutions.

You're a digital native and online project management tools and database systems are second nature to you. Best practice is your starting point, not your benchmark; you like to reflect on how things could be done differently for a better outcome next time.

You are able to deal with a high-volume workload while maintaining an eagle eye for detail. You thrive in a dynamic and demanding work environment; you move fast and with passion and commitment. No one holds you to a higher standard than yourself – you believe in personal accountability and understand delegations of authority.

This role is fixed term until 16 July 2021.

DAY-TO-DAY, YOU WILL :

PROCESS AND PROCEDURE

- Devise and establish due process for the new festival model as required, assisting to identify areas of need
- Collaborate with the Deputy Executive Producer, the Executive Producer and other Administrators to develop and document effective process
- Ensure the efficient operation of the department

PROGRAM INFORMATION AND DATA

- Manage the rollout and maintenance of the festival's new event scheduling database, Artifax, and ongoing accurate and timely data entry within that database
- Maintain and populate the festival's project management tool, Monday.com
- Manage filing systems within SharePoint

- Act as a point of communication for the program for the rest of the organisation, through platforms and in person

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RISING :

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- Ensure accurate gathering and recording of event data to meet the requirements of the organisation

EVENT ADMINISTRATION

- Coordinate tax application processes for international companies
- Organise and oversee artist payments via the festival's payments platform
- Oversee materials to ensure compliance with music and film licensing and reporting standards
- Provide support with the artist contracting process to Producers as required, including management of contract templates and tracking status of contract communications
- Ensure any materials for artists including artist bags and packs are distributed to artists effectively
- Ensure the programming department is meeting deadlines for the delivery of the festival and for other department requirements, especially any marketing deadlines

TEAM SUPPORT

- Provide support to the Executive Producer and Deputy Executive Producer in all aspects of program administration
- Schedule and create constructive agendas for departmental meetings
- Conduct program research as required
- Support producers and logistics teams as required
- Attend suitable productions, events and/or meetings relevant to program initiatives
- Other duties as required, which are commensurate with the position, and as directed from time to time

SKILLS YOU'LL NEED:

- An interest and / or proficiency in timeline and project management platforms, database systems and file hosting services
- Experience developing, documenting and rolling out systems, policies and procedures
- Experience in event administration tasks such as issuing contracts, invoicing and obtaining licenses
- Data collection and database management
- Clear and friendly communication and relationship management skills
- Highly organised and experienced in building timelines and managing deadlines
- Problem solving skills
- Researching and distilling information
- Reporting

BONUS POINTS FOR:

- Festival experience

RISING welcomes applications from people of all abilities, cultures and backgrounds. We encourage First Nations people, those who are culturally and linguistically diverse, and people who have a disability or who are d/Deaf to apply.

If you have access requirements that will cause difficulty applying online and you need assistance, please call 03 9662 4242, Monday to Thursday, between 9AM–5PM. We are only able to respond to accessibility enquiries at this number, for all other queries please email jobs@rising.melbourne.