



TOUR COORDINATOR, Touring Services (2 Positions available)
POSITION DESCRIPTION AND HOW TO APPLY

Primary location	Regional Arts Victoria's head office is currently situated in Naarm, Melbourne Victoria. Regional Arts Victoria encourages applicants from regional Victoria to apply, and as such, this role can be based anywhere in Victoria. However, you may be required to work from Melbourne from time-to-time, including up to two days a week for the first three months.
Reporting to	Director Of Programming
Working with	Regional Arts Victoria staff located in Melbourne and across Victoria; external suppliers.
Position type	Part-time, 0.8EFT (4 days a week) contract with a three-month probation period.
Salary details	\$62,500 per annum + 10% superannuation + 17.5% holiday leave loading + \$40 Phone allowance + laptop device.
Employment period	Position #1: Mon 21 Feb 2022 to Fri 18 Feb 2023 Position #2: Mon 21 Feb 2022 to Fri 18 Feb 2023
Applications open	Thursday 16 December 2021
Applications close	Monday 31 January 2022
Interviews	Online or in person on Mon 7 – Tues 8 February 2022
Notification	Thursday 10 February 2022
Start Date	Monday 21 February (ideal)
How to apply	Applicants must follow the Application Process outlined below. Indigenous Australians, people from culturally diverse communities, and people with a disability, are strongly encouraged to apply. For further guidance, please refer to our online resource, How to apply for a job in the arts: http://www.rav.net.au/about/how-to-apply-for-a-job-in-the-arts/

ABOUT THE ROLE

The Tour Coordinator position supports the delivery of the Touring Services programs through a range of administrative tasks which includes tour bookings, logistics bookings, contracting, budget management, reporting data collection and input and written reporting on each touring project. The role liaises with venues, artists, technicians and other stakeholders, and supports the delivery of the Showcase Victoria event. This is a unique role supporting touring in a regional context.

POSITION DESCRIPTION

Tour Coordinator

- Work under the supervision of the Director of Programming, to undertake the administration and delivery of confirmed touring projects including budget management and tour-book sign-off
- Under the supervision of the Director of Programming, ensure itineraries meet all OH&S requirements under all relevant awards and are ultimately safe and manageable and Producers are aware of their responsibilities. This includes supporting Producers to understand and adhere to Covid safe touring protocols.
- Play a key role in the development of touring projects including the development of itineraries, budget and funding applications
- Assist with the creation of post tour evaluation processes and ensure they are thoroughly completed and reported back to all parties.
- Participate in the process of continued improvement to touring processes documentation and touring document templates and implementation
- Work directly with the Director of Programming to prepare statistical and data reports for funding partners, other relevant agencies and Regional Arts Victoria internal and external reports

Touring Services program budgets

- In consultation with the Director of Programming, establish and track budgets for confirmed touring projects and assist with the preparation of final financial statements for touring acquittal purposes
- Participate in the preparation of touring budgets for tour funding applications and for each non-funded tour conducted within the program. This includes maintaining a good working knowledge of all relevant Awards and current industry standards.

Partnerships, networks and advocacy

- Working closely with the Director of Programming, participate in working relationships with key industry bodies including VAPAC, APACA, regional and government bodies
- Contribute to the delivery of Regional Arts Victoria events and partnerships such as Showcase Victoria other key industry events

Reporting

- Assist in the evaluation and reporting of the touring program within Regional Arts Victoria and to funding partners. Ensure documentation, evaluation and reporting requirements are met for each project within the local area.

Shared responsibilities

- Maintain an engaged, authoritative and inspirational voice as a public advocate for the arts and for Regional Arts Victoria
- Contribute to partnerships and funding relationships with diligence and care
- Actively contribute to a culture of safe working, collaboration, sustainability and inspiration
- Maintain strong and productive relationships with other cultural organisations at a state-wide level in order to support Regional Arts Victoria's role as a leadership organisation

Supporting the achievement of Regional Arts Victoria's strategic objectives

- Participate in organisational planning and the promotion of organisational values and contribute to Regional Arts Victoria planning and development through evaluation of projects/programs and provision of advice to senior management
- Maintain strong community connectedness between Regional Arts Victoria, its programs and the local community

KEY SELECTION CRITERIA

1. On the road touring experience either as a producer, artist or tour/production manager
2. Developed planning and time management skills, with the ability to work independently, adhere to processes and take direction as required
3. Knowledge of the logistical needs and requirements of both artists and technical staff
4. Excellent skills in administration, particularly Microsoft excel and word
5. Excellent computer literacy and confidence in learning and managing new online programs and systems
6. Experience in managing touring or project-based budgets
7. A broad understanding of funding reporting requirements
8. Empathy with the goals and philosophy of Regional Arts Victoria

Highly desired skills include

9. Excellent knowledge and understanding of Customer Relationship Management system Salesforce and online data collection platform Form Assembly
10. Experience and ability to support companies technical planning for touring

APPLICATION PROCESS

1. If after reading through this document and visiting our website, you have further questions about the role, please email Rosie Dwyer, Director of Programming on rdwyer@rav.net.au with the subject heading "Recruitment enquiry" A response will be provided on Tuesday 25 January 2022
2. Your application must consist of a one-page covering letter, your statement against selection criteria, a brief CV, and the names and contact details of three professional referees – emailed as a single PDF with your name and the position title as the document's name. *Please keep in mind that if you don't address the selection criteria or follow the application process, we won't be able to assess your application.*
3. Applications by email only should be sent to the Human Resources Manager, hr2@rav.net.au with your name and the position title as the subject heading.
Eg *RAV Touring Coordinator Application – Jill Smith*
4. After the close of applications at noon on Monday 31 January 2022 shortlisting will quickly take place, and to be fair to all applicants, no late applications will be accepted.
5. While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally, and we appreciate your patience in not contacting us during this time.
6. Interviews will take place between Mon 7 – Tues 8 February 2022 online or in person. If you already know that you are unavailable at this time, you must mention this in your covering letter.
7. This role has a start date of Monday 21 February 2022. If you already know that you are unavailable for this start date, you must make mention of this in your covering letter, and propose an alternative start date.

ABOUT REGIONAL ARTS VICTORIA

Regional Arts Victoria inspires art across the state. Through partnerships, programming and projects, we develop creative practice all over Victoria. Regional Arts Victoria is an independent, not-for-profit, membership-based organisation working in long-term partnerships with every level of government, fostering contemporary and innovative regional cultural practice across five decades. For more visit www.rav.net.au.