

## **PRODUCTION CO-ORDINATOR, WOMADELAIDE - contract position from 1 November 2021 - 25 March 2022**

Assisting with the co-ordination of Production for the festival, working closely with other festival staff, suppliers and artists and reporting to the Production Manager.

For further information email Mark Muller, Production Manager [mark@womadelaide.com.au](mailto:mark@womadelaide.com.au) **Expressions of interest should include a brief cover email and a current CV and should be sent to Mark by 5pm on Friday October 1 2021.**

### **DUTIES**

#### Pre-production

- Summarise, schedule and source artists' dressing room and hospitality requirements
- Liaise with, and schedule, all stage crew
- Coordinate Production accreditation and general 'handbook'
- Create/collate, distribute and re-stock Stage Management and Artist Check In documentation
- Co-ordinate Production requirements for The Planet Talks (environmental sessions) and Taste the World (cooking program)
- Co-ordinate site artists' advance requirements
- Data entry for APP (the festival's scheduling program).

#### Event

- Crew & Artist briefings and inductions
- Production Coordination (day shift)
- Manage roving and site artists.

#### Desired skills & experience

- Team player with a sense of humour, the ability to work independently and meet deadlines
- Extremely well organised with excellent attention to detail and the ability to multitask
- Excellent communication and documentation skills
- Good knowledge of Microsoft Office.
- Stage management experience

**11-14 March 2022 ♥ Botanic Park/Tainmuntilla, Adelaide**

Produced by WOMADelaide Foundation Ltd ABN 55 106 584 230 ACN 106 584 230. Managed by Arts Projects Australia & Womad Ltd.  
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