

**SITE CO-ORDINATORS: (multiple positions)**

- 6-month contracts October April
- 3-month contracts Jan- March available

With an option for multi-year contract

Reporting to the Production Manager, we are looking for committed team players that thrive under pressure whilst maintaining a respectful work environment and a sense of humour.

The role includes preplanning, site bump in/out & event weekend, working closely with festival staff and contractors to deliver allocated scope of works.

**DUTIES (not limited to)**

Include preplanning, site bump in/out & event weekend, working closely with festival staff and contractors to deliver the scope of works.

- Oversee and Co-ordinate allocated site build and operational requirements.
- Infrastructure coordination and installation
- Crew management.
- Freight coordination
- Contractor liaison
- Venue liaison
- Assist with site layout planning.
- Site mark up.
- Scheduling
- Associated site administration

**DESIRED SKILLS & EXPERIENCE**

- The ability to work independently and meet deadlines.
- Well organised with excellent attention to detail and the ability to multitask.
- Excellent communication
- Site management experience
- Festival experience
- Crew management experience.
- Driver's licence
- White card
- Forklift, telehandler and EWP/boom.
- Auto CAD or Vector works.
- First aid
- Creative outlook

**7-10 MARCH 2025 • BOTANIC PARK / TAINMUNTILLA**

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