

BRIEF:

DANCE MASSIVE 2019 PROJECT COORDINATOR

ENGAGEMENT DETAILS

This is a 47 week fixed term contract from Monday 9 July 2018 – Friday 31 May 2019.

Over this period, the Project Coordinator will be 0.8 EFT for 25 weeks and 1 EFT for 22 weeks.

SALARY

\$72,000 pro rata, plus superannuation @ 9.5% based on a 38 hour week.

DANCE MASSIVE OVERVIEW

The sixth edition of Dance Massive will be held 12 - 24 March 2019.

Dance Massive is a festival of Australian contemporary dance and is co-curated, presented and supported by a consortium of arts organisations in Melbourne: Arts House, Dancehouse and Malthouse Theatre (Consortium Members) in association with Ausdance Victoria. Dance Massive exists as the concurrent programming and scheduling of contemporary dance works and events across these three Melbourne venues, alongside a public and industry program supporting the wider festival.

During Dance Massive, the Consortium Members come together to share resources, collaborate and promote their seasons and programs under the Dance Massive banner.

Dance Massive is supported by the Ministry for the Arts, Creative Victoria and the Australia Council for the Arts.

ROLE

The Project Coordinator assists in the administration, coordination, communication and delivery of the Dance Massive 2019 Festival with the Dance Massive Consortium Members.

RELATIONSHIPS

The Project Coordinator reports to and works with the Dance Massive Consortium Members.

The Project Coordinator works alongside other Dance Massive staff including the Dance Massive Content Producer and the Dance Massive Delegate Coordinator.

BUDGETARY RESPONSIBILITY

The Project Coordinator has responsibility for managing budgets associated with the project funds, and will work closely with the Lead Producer, Arts House on payment of costs.

HOST, SUPERVISION AND DAY-TO-DAY BUSINESS

As Lead Producer, Arts House, North Melbourne Town Hall, 521 Queensberry Street, North Melbourne will be the host organisation and offers all administrative facilities necessary for the Project Coordinator's role.

As Lead Producer, Arts House will work directly with and supervise the Project Coordinator day to day and as required outside of Consortium meetings.

Any personal costs incurred during the process of your work must be approved in writing, by the Lead Producer, before the expense is occurred.

The Project Coordinator may work at any Dance Massive Consortium Member office.

PURPOSE

The Dance Massive Project Coordinator manages the design and delivery of Dance Massive 2019 in consultation and with advice and approval from the Consortium Members.

The Dance Massive 2019 delivery plan includes festival management, stakeholder liaison, marketing and communications, audience and artist development, visiting delegations and evaluation. The Dance Massive Project Coordinator creates and monitors timelines, strategies, budgets and milestones for the timely and effective delivery of the festival with the Consortium.

KEY TASKS

- Leads and manages regular Dance Massive Consortium meetings and administration;
- In consultation with the Lead Producer, manages relationships with funding partners and provides all required updates and acquittal reports alongside regular written and verbal updates to the Consortium Members as required;
- Manages the Dance Massive Consortium budget;
- Manages the devising and delivery of a Ticketing Agreement and plan amongst the Dance Massive consortium;
- Adheres to the Dance Massive Consortium's agreements between Members and Associate Members;
- Manages the Dance Massive delivery plan including key goals, strategies and timelines;
- Maintain a centralised Dance Massive administration, files, correspondence and databases;
- Manages enquiries from artists, members of the public and stakeholders regarding the Festival including managing the relationship with ancillary activities that sits alongside the Festival but are not a part of it.
- Work with and to the marketing, communications and publicity plan as designed by the Dance Massive Content Producer;
- Lead in Dance Massive communications including the collection, collation and dissemination of key information to artists, partners, stakeholders, visiting delegates and audiences.
- Identifies and applies for additional resources for Dance Massive as required;
- Manage and assist in the delivery of festival-wide public and industry programs and events with Consortium and Associate members including, but not limited to: receptions, industry meetings, workshops, open studios, delegate meeting points and hosting, public discussions etc.
- Liaise with stakeholders to assist in their delivery of the visiting international delegation to Dance Massive;
- Actively participate, host and welcome artists, partners and audiences during Dance Massive;
- Design, collect and analyse quantitative and qualitative evaluation at the conclusion of Dance Massive and manage a debrief and evaluation of the Festival including internal and external reporting and planning;

DANCE MASSIVE KEY STAFF

- Dance Massive Project Coordinator
- Dance Massive Content Producer
- Dance Massive Delegate Coordinator

KEY DATES

October 2018	Full Dance Massive program sign off
November 2018	Announcement of public program
February 2019	Dance Massive Program Launch Tickets on sale
12-24 Mar 2019	DANCE MASSIVE
25 Mar - 31 May 2019	Evaluations, acquittals and reporting
31 May 2019	Contract finishes

SELECTION CRITERIA

- Extensive experience working in the contemporary performing arts industry, producing arts projects and events.
- Proven interpersonal liaison skills, including the ability to negotiate with a range of stakeholders.
- Proven ability to develop and manage budgets and ensure that all projects are achieved within budget.
- Knowledge of and strong networks within the contemporary dance sector.
- High level of motivation and energy and the capacity to meet deadlines, problem solve and manage competing demands.

HOW TO APPLY

As part of the application form you are required to:

- attach your resume
- attach a separate cover letter
- respond to the selection criteria, in a separate document, as listed above under '**You will have...**' in no more than 2 pages

Please address your covering letter to **Catherine Jones, General Manager Arts House** and send to **dancemassive@melbourne.vic.gov.au**

Arts House welcomes your general questions about this role to Olivia Anderson on (03) 9322 3715 Tuesday, Wednesday and Friday.