

Adelaide Festival 2027 Job Specification

As at 29/07/26

Position Title	Production Store Coordinator
Purpose	Assist Production Management in implementing equipment and logistic arrangements for various events as a part of the Adelaide Festival
Location/s	Adelaide Festival Store Adelaide Festival Office (as required)
Key Strengths	• High level of attention to detail • Car and Forklift Licenses • Ability to manage suppliers, contractors and staff • Ability to implement safe work practices • Positive and pro-active attitude • Comfortable working in a physically demanding environment • Navigating Microsoft Office package (Outlook, Excel, Word, etc) with ease
Key Responsibilities (as required)	• Coordinate the Adelaide Festival Store and Workshop space • Coordinate access to Festival owned production equipment, including shipping containers stored at storage facility • Assist with coordinating Adelaide Festival and Adelaide Writers' Week builds that may be conducted at the Store • Coordinate the Adelaide Festival "Van Team" to deliver equipment and hospitality items to various sites across the Festival, in collaboration with Production Management • Liaise with Adelaide Festival Production Coordinators for Store Container movements • Liaise with Adelaide Festival Production Coordinators to coordinate all project and venue stock requirements • Coordinate all ordering of materials for projects, ensuring they are entered into Adelaide Festival finance systems • Purchase and/or hire and distribute all project requirements including, but not limited to; water, fire extinguishers, first aid kits, event kits, towels and tools • Sourcing of specific project props/items as required • Coordinate the preparation and distribution of store equipment and materials for all AF projects • Ensure all assets are returned in good condition and packed away responsibly, replacing any damaged items in consultation with Production Management • Maintain equipment database, including updating documentation of key items (photographs etc.) and additional equipment purchased • Coordinate the transport, installation and removal of Adelaide Festival signage in liaison with the Head of Production/Marketing Department and "Van Team" • Assist with any sales of excess Festival stock • Use Adelaide Festival database system Prepared to coordinate Van Team deliveries and obtain project and venue schedules • Manage staff and crews, oversee student secondments if required • Complete post-production returns and paperwork • Coordinate disposal of any hard waste • Ensure good housekeeping and report any building maintenance required • Liaise with the Production Coordinator and Adelaide Festival Risk Consultant to ensure all store activities are carried out safely and in accordance with workplace safety guidelines, risk assessments and safe work method statements • Assist Production Management to ensure a safe environment for employees, suppliers and contractors • Prepare documentation including post event reporting, stock take and WHS collateral for archiving • Perform WHS warden duties, inductions, communications and paperwork • Act as an Adelaide Festival representative in accordance with the AF values and policies <i>These duties and responsibilities may vary according to the ongoing requirements of the position</i>
Length of Appointment	Monday 23 rd November 2026 – Thursday 25 th March 2027 FTE (17.8 weeks)
Reports to	Head of Production
Contract Type	Seasonal Weekly Employee - SAPS LPA Award – Production & Support Staff Level 8