

# ADELAIDE FESTIVAL **AF**

## PRODUCTION LOGISTICS COORDINATOR



Adelaide Festival 2025. Image © Morgan Sette

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## POSITION DESCRIPTION

**APRIL 2026**

## ABOUT US

Taking place on the traditional land of the Kaurna Nation of the Adelaide Plains, Adelaide Festival is Australia's International Festival.

For 65 years we have been the nation's major cultural drawcard, attracting many thousands of visitors annually: all making a pilgrimage to experience the finest international and national artistic endeavours. No other Australian festival has the capacity to present a program of works which can include epic international dance, opera, theatre and music.

Adelaide Festival is internationally recognised as Australia's pre-eminent arts festival. Alongside Edinburgh and Avignon Festivals, Adelaide Festival is cited as one of the top festivals in the world - providing audiences with the chance to see the most original and acclaimed artists working in the world today.

Our curated program includes Australia's largest, and only free, literary festival – Adelaide Writers' Week alongside a cross-section of theatre, opera, music, dance and visual art from artists of all backgrounds and cultures. Inclusivity, creativity, sustainability, trust and celebration drive our passion for delivering Adelaide Festival and Adelaide Writers' Week.

Since 1960, Adelaide Festival has also stood at the helm of artistic innovation, commissioning and championing groundbreaking new works and presenting them alongside the greatest established companies and artists.

## ABOUT THE ROLE

**This is a two-year fixed-term position with a variable full-time equivalent across the year.**

The Production Logistics Coordinator plays a key part in making the Adelaide Festival happen. This role supports the Production team by keeping logistics, administration, staffing and systems organised and running smoothly, contributing to the successful delivery of the Festival from planning through to delivery.

It is a varied and hands-on role that works across multiple projects, helping coordinate processes, solve problems as they arise, and maintain momentum across the Festival cycle. While the role spans a broad range of activities, it is also highly rewarding and offers the opportunity to see your work directly contribute to a major international arts event.

This is not a standard full-time or part-time position. The role is offered with a mix of full-time and part-time hours across the year, depending on the Festival cycle and operational needs. The work schedule will be discussed and agreed with the Head of Production. This arrangement is well suited to a person who enjoys collaborative production environments.

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## SELECTION CRITERIA

### Essential

- Demonstrated high attention to detail, with the ability to accurately manage records, documentation, schedules, purchase orders and financial paperwork
- Strong administrative and organisational skills, including experience maintaining systems, databases and files, and managing multiple tasks and deadlines at the same time
- Experience working with or coordinating suppliers, contractors and staff, including logistics support, staffing arrangements, scheduling or onboarding activities
- Knowledge of, or ability to quickly learn, safe work practices and work health and safety requirements relevant to production or event environments, and the ability to follow organisational policies and procedures
- Clear and effective communication skills, both written and verbal, with the ability to share information accurately and work respectfully with a wide range of people
- A positive and proactive approach to work, with the ability to take initiative, contribute to team outcomes and support a collaborative working environment
- Ability to remain calm and focused in busy or high-pressure situations, adapt to change and respond to issues in a practical and professional way

### Desirable

- Familiarity with financial systems, databases or document management tools such as SharePoint, or a willingness to learn and use new systems as required.

## KEY RESPONSIBILITIES

### Production Administration / General

- Serve as the primary point of contact for the Production Department, triaging and directing enquiries to appropriate team members
- Support the planning, implementation, and ongoing improvement of production systems, including the development and maintenance of documentation
- Maintain accurate production records, databases, and filing systems
- Provide project pre-production support as required
- Raise purchase orders and process invoices accurately and in a timely manner
- Coordinate domestic and international freight logistics across all projects
- Manage production staffing systems and related data
- Assist in coordinating the Adelaide Festival Store, including delivery, equipment hire, procurement, maintenance, and asset management
- Collate, organise, and distribute staff information, including contact details, credentials, and Festival uniforms
- Contribute to the compilation of the Production Manuals and other production documentation
- Supervise and collaborate with the Production Administration Assistant, providing guidance as required
- Support post-Festival processes, including returns and financial reconciliation
- Act as an Adelaide Festival representative in accordance with the AF values and policies.
- Support the Production team in maintaining a safe environment for the public, staff, and suppliers
- Assist with Production Department resource planning and allocation
- Prepare post-event reports and ensure documentation is archived appropriately

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## Freight Management

- Coordinate, and oversee domestic and international freight logistics across multiple projects
- Ensure timely, cost-effective, and compliant movement of goods
- Liaise with production companies, freight forwarders, customs brokers and suppliers
- Resolve logistical issues and delays efficiently
- Ensure all import/export documentation and regulatory requirements are met
- Maintain accurate records, schedules, and freight documentation

## Staff Management

- Coordinate HR processes, including recruitment, advertising, and onboarding of short-term and casual production staff, including contract and job description preparation
- Should have and maintain a Strong knowledge and understanding of relevant industry awards, regulations, and compliance guidelines
- Lead the induction and training of new production staff across systems, processes, and administrative procedures
- Coordinate and supervise student placements, secondments, and workplace training opportunities
- Work closely with the Store Coordinator, logistics team, and casual crew to support scheduling and operations
- Develop and manage crew and staff schedules across projects and venues
- Oversee timesheet processing and coordinate payroll for production staff
- Provide hands-on production support during event delivery as required

## Risk & WHS

- Coordinate risk management and WHS planning in collaboration with the Head of Production, including preparation of relevant exemption applications (e.g. smoking in enclosed areas, weapons)
- Manage Risk Consultant scheduling, meetings, and documentation development (e.g. risk assessments, warden handbook, WHS materials)
- Prepare and maintain online staff and supplier induction processes and documentation
- Coordinate supplier agreements and induction requirements
- Perform Communications Officer duties as part of the Festival's Safety and Emergency Planning framework
- Administer online induction systems, ensuring all staff and contractors complete required compliance documentation
- Provide risk reporting to the Department of the Premier and Cabinet (DPC) as required

## Financial Management

- Manage and report on production staffing budgets, including project-specific allocations
- Coordinate and monitor freight budgets (domestic and international)
- Report on production operations budgets (including WHS, hospitality, equipment, and storage) as required
- Coordinate production equipment and freight insurance
- Procure goods and services in line with Adelaide Festival financial systems and procedures
- Process financial documentation, including purchase orders, invoices, and supporting materials
- Plan and coordinate production-owned equipment across storage locations, containers, and office assets

## Note

These duties and responsibilities may evolve in line with the ongoing requirements of the role.

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## WHY JOIN US

We believe in creating an environment where our people thrive - here's what you can look forward to:

- Inclusive, Creative & Collaborative Culture
- Up to six additional days of paid Festival Leave (subject to operational requirements and approval in accordance with the Festival Leave Policy)
- Flexible work-from-home arrangements
- Complimentary tickets and staff discounts
- Access to EAP and extra leave for wellbeing and support needs
- Free annual flu vaccinations

**Join us in championing the arts and contributing to the cultural vibrancy of Adelaide. Be a part of a dynamic team dedicated to creating memorable experiences for audiences across South Australia.**

## HOW TO APPLY

Option 1: Apply via Seek (Preferred channel)

Option 2: Apply via email - please submit the following documents to [hello@adelaidefestival.com.au](mailto:hello@adelaidefestival.com.au)

- **Subject line:** Application for Production Logistics Coordinator
- **A tailored cover letter:** Clearly outlining your suitability for the role and your interest in working with us
- **A current resume:** Including the names and contact details for a **minimum of two professional referees** - *We will not contact referees without the applicant's permission*

Please note that during the festival delivery period, out-of-hour and weekend work will be required.