

## Position Description

### ARTISTIC ADMINISTRATOR & TOUR COORDINATOR

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<b>Employer Type</b>	Not-for-profit
<b>Location</b>	King Street Arts Centre, Perth WA 6000 and externally as required
<b>Hours</b>	Permanent contract Part time - 30.4 hours per week (0.8FTE)
<b>Reports to</b>	Artistic Director
<b>Probation Period</b>	Six months
<b>Performance Assessment</b>	Initial three months, then annually.

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### ABOUT Co3 (pron. Koh-three)

**Co3 Contemporary Dance** is the State contemporary dance company of Western Australia, based in Boorloo (Perth). We are the resident dance company of the State Theatre Centre of WA on the land of the Whadjuk Nyoongar People.

Driven by excellence and collaboration, we have become a progressive platform for the exchange of ideas and stories that reflect the experiences of our community. Our company presents an annual program of multidisciplinary works with unique physicality and expression. We seek to empower and inspire the next generation of artists through our engagement programs.

### CO-LEADERSHIP

**Artistic Director & Co-CEO** Raewyn Hill  
**Executive Director & Co-CEO** Hilary McKenna

### OUR PURPOSE

#### **“To inspire and enrich lives through contemporary dance”**

Our purpose is to inspire people and enrich lives through engagement with dance by delivering sector leading, contemporary performance and engagement programs for the people of Western Australia, Australia and beyond.



## **OUR VISION**

**“A leading contemporary dance company”.**

Proudly West Australian, Co3 aims to be recognised as a world class contemporary dance company by 2030. We will do this by progressing the boundaries of the art-form, and through the unique development of our artists. Driven by our connection to the stories and experiences of our people, our place and our communities, Co3 will become a leading, cultural shaping company of the 21st century.

## **OUR VALUES**

The essence of Co3 is defined by our behaviors and actions that are guided by our core values of:

- **Excellence**
- **Integrity and accountability**
- **Sustainable Practices**
- **Entrepreneurial Spirit**
- **Transformation**

## **EQUAL OPPORTUNITY EMPLOYER**

Co3 Contemporary Dance actively strives for diversity in our teams, in the stories we share on stage and across all areas of our operating, programming and interaction with community. The company is an inclusive and safe environment for people from diverse backgrounds. All peoples are considered without regard to age, sex, religion, national origin, sexual orientation or disability. We strongly encourage all nationalities to submit their interest in working with the company when professional opportunities become available and in participating in our youth and education programs.

We recognise there is still a lot more work to be done and will continue to address systemic racism, cultural misappropriation, unconscious bias, access and inclusion. We continue to explore strategies and policies to address this, and to engage in open and safe debate. There are many challenges in the arts and cultural sector right now, more so than ever before. However, as a sector, we must come together and rise to these challenges and always do right by all in our community.

## **PURPOSE OF THIS POSITION**

The Artistic Administrator & Tour Coordinator supports the artistic vision and goals of the dance company by coordinating and managing artistic planning and operations and providing essential support to the Artistic Director. This includes tour coordination when applicable. This role acts as a liaison between the artistic leadership, dancers, and administrative staff, ensuring smooth execution of artistic initiatives and productions.

The Artistic Administrator & Tour Coordinator will work with the Artistic Director to maximise effectiveness and the efficiency of the Artistic team, ensure smooth day-to-day running of operations whether they are based in Perth or on tour.

The role requires someone who is able to work planned flexible hours around seasons and events, including weekends and evenings, mirroring the work pattern of the team.

## **KEY RESPONSIBILITIES**

### **Artistic Coordination**

- Act as a key liaison between the Artistic Director, rehearsal director, production manager and administrative staff.
- Manage the Artistic Director's correspondence, schedule, and meeting preparations.
- Support the Artistic Director in implementing artistic vision, including programming, casting, and rehearsals.
- Oversee scheduling for rehearsals, performances, and production meetings.
- Manage the Secondment Program
- Track Working with Children Checks in collaboration with the Company Manager.
- Prepare meeting briefings, arrange, circulate agendas, take and distribute minutes for meetings chaired by the Artistic Director, as required.
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### **Production Support**

- Support performances by securing venues, coordinating minor technical needs, and managing timelines.
- Handle travel and accommodation arrangements for guest artists and tours.
- Track budgets and expenses for artistic projects.

### **Tour Coordination**

- Plan and schedule tours, including itineraries, travel logistics, and venue agreements.
- Coordination with venues/tour locations to ensure communication, management of logistics, planning and relevant agreements.
- Travel with and manage tour as relevant.

### **Communication and Liaison**

- Build strong relationships with artists, choreographers, and creative personnel.
- Provide artistic content to marketing and development teams.
- Manage applications and auditions for dancers, and assist with guest and stakeholder hosting.
- Provide support and guidance to the Executive team concerning requirements of applicable awards and company policies.
- Manage and host guests of the Artistic team, including dancers and creatives.

### **Administrative Support**

- Undertake tasks as required to support the programming content.
- Create contracts and maintain records for artists and licensing agreements.
- Assist with grant applications and artistic reports.
- Support artist care, including scheduling appointments, event catering, and coordinating tickets and invitations.
- Prepare speeches, notes, and travel requests for the Artistic Director.
- Prepare and generate required data/reports and maintain information for required programs, team and Board reports.
- Collate, manage and coordinate the Artistic team's ticket requests and invitation lists.

### **Event and Program Support**

- Assist with planning and executing company events, workshops, and education programs.
- Assist in support of education and engagement activities in line with the company's artistic objectives.

Other duties as reasonably required in line with the role.

### **Key Experience and Skills**

Experience: Prior experience in an administrative or coordination role, preferably within the arts and cultural industries.

### **Essential Criteria**

- Confident and extremely well organised with the ability to work autonomously and with minimum supervision
- Proficiency in project management and budget tracking or willingness to learn
- Excellent written and verbal communication skills and a diplomatic style and able to work with people at all levels
- Exceptional scheduling, time management and project management skills
- Superior computer literacy skills including knowledge of software packages including Word, Excel, PowerPoint etc
- Strong service ethic – you do what you say you will do
- Adaptability and the ability to remain calm under pressure in fast-paced environments.
- Ability to maintain strictest confidentiality
- Ability to form good professional relationships internally and externally
- Ability to effectively work collaboratively and independently as required
- Respect for diversity and a commitment to fostering an inclusive environment

### Desired Attributes

- Passion for the performing arts
- Knowledge of dance or performing arts production processes

### HOW TO APPLY

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If you believe you're right for the role, please send your application by email to [jessicar@co3.org.au](mailto:jessicar@co3.org.au) by **5pm (AWST) Wednesday 15 January 2024** with "Application | Artistic Administrator & Tour Coordinator" in the subject line.

Your application must include:

- A statement (1-2 pages) outlining why you would like to work at Co3 and how your skills and experience address the requirements of the role.
- CV, including the names and contacts of at least two (2) professional referees.

**Applications that do not address the responsibilities and skills required for the role will not be considered.**

For more information about Co3, visit [www.co3.org.au](http://www.co3.org.au) or contact Jessica Rogerson, Company Manager at [jessicar@co3.org.au](mailto:jessicar@co3.org.au).