

SALAMANCA ARTS CENTRE

POSITION DESCRIPTION

Updated November 2021

POSITION TITLE	Founders Room Live Music Program Coordinator
LOCATION	SALAMANCA ARTS CENTRE, HOBART, TASMANIA
CLASSIFICATION	SAC ADMINISTRATIVE EMPLOYEE LEVEL (\$35.895 p/hr)
TYPE OF EMPLOYMENT	FIXED-TERM / PART-TIME (0.2FTE)
DIRECT REPORTING	PERFORMING ARTS PROGRAM MANAGER
DIRECT RELATIONSHIPS	BUSINESS DEVELOPMENT & VENUES MANAGER, TECHNICAL MANAGER, FOH/BAR MANAGER, BUILDINGS AND FACILITIES MANAGER, MARKETING & EVENTS MANAGER, OPERATIONS COORDINATOR.
STAFF UNDER SUPERVISION	

About Salamanca Arts Centre

Salamanca Arts Centre is a not-for-profit organisation governed by a board of up to nine non-executive directors who set the strategic direction for the organisation. Our Purpose and Mission is to enable artists to create new works, to enable artistic entrepreneurship, and, through respect, guidance, and inspiration, to foster connections between artists and audiences. SAC's Strategic Priorities are to use our resources ethically, efficiently, and responsibly, to encourage contemporary expression of the arts.

Salamanca Arts Centre seeks to be a valued and vibrant arts hub where ideas and opportunities prosper, where artists are supported, where audiences are respected and inspired, and where diversity and is valued.

Salamanca Arts Centre is also a heritage tourist attraction, providing community facilities and engagement, and presenting and facilitating arts and cultural programs and projects, supporting resident arts businesses and cultural organisations that combine to contribute to Tasmania's cultural and general economy, employment and income base for artists and arts-based small businesses.

Salamanca Arts Centre is the custodian of seven heritage buildings that are home to studio artists in residence, numerous arts organisations working across the visual and performing arts, festivals and events, literature, writing and film, and to designers, makers, retailers, and commercial galleries for contemporary art and craft.

SAC also manages a suite of arts venues including the Peacock Theatre, Long Gallery, the Founders Room, Sidespace Gallery, SOCIAL, Kelly's Garden, and our Courtyard. Our venues showcase SAC's curated and programmed events as well as our Access Program's community and independent performances, exhibitions and other arts events and projects.

Operating parallel to the management of the buildings and venues, SAC works with local, interstate, and international artists, working across all art forms, to conceive and develop new works, and to present those works to local and visiting audiences.

Position Overview:

Salamanca Arts centre has multiple venues, including a theatre, multi-purpose venue, and galleries. Currently the Performing Arts Program Manager books local (and where / when possible, touring) acts, and works with external and contracted promoters to produce theatre, dance and live music in the various venues within the Arts Centre.

The Founders Room is transitioning from being primarily being a venue for hire to being a curated live music venue. From January 2022 Salamanca Arts Centre will increasingly devote the Founders Room to live music and employ a Live Music Program Coordinator who will work with promoters to plan live music events, as well as work directly with musicians and agents to curate a regular live music program.

Converting the Founders Room into a regular live music venue is aimed to go some way to redressing a trend in the live music scene in Tasmania, and to ensure that there is a permanent venue for original music in Salamanca, as the heart of Hobart's entertainment district. At present there are some venues that have mainly cover musicians (soloists, duets and occasionally bands).

The position of Founders Room Live Music Program Coordinator will report to and be supervised by the Performing Arts Program Manager and will be responsible for programming the Founders Room events calendar within agreed strategic directions and budgets to achieve stated and agreed KPIs.

The Live Music Program Coordinator will need to possess a good understanding of various music genres and be attuned to the local music scene. An understanding of how venues are best suited to these genres is also important.

Though the focus of the venue will be Tasmanian original music we will support interstate tours to the venue when feasible. The Live Music Program Coordinator will be supported by the Performing Arts Program Manager, Venues Manager, and the Events and Marketing Coordinator, to ensure that the Live Music Program is of high-quality, is diverse in its genres and delivers a memorable and positive experience to our audiences and visitors.

The main purpose of the Live Music Program Coordinator is to establish, cultivate, build, and maintain positive relationships with local, regional, and national musicians, agents/promoters, and community organisations to schedule ticketed and non-ticketed events in alignment with the Centre's mission and goals, and maintain the Founders Room events calendar. The role will require a deep understanding of who our audiences are, and what inspires them, and how such a program can be developed and delivered within the Arts Centre.

The Founders Room Live Music Program Coordinator is also responsible for maintaining effective lines of communication with all SAC staff, to ensure that all necessary information on Founders Room events, activities and other relevant occurrences is gathered for development into clear and deliverable logistics and marketing plans, to be executed in a timely and efficient manner to achieve the stated aims. The Founders Room Live Music Program Coordinator will be required to work with other staff in developing specialist arts editorial for journalists and news media to ensure media coverage of SAC's broad arts programs and projects.

Key Result Areas

Key Performance Indicators

<p>High Quality Live Music Program in the Founders Room.</p> <p>Increased audience attendance and visitor numbers.</p>	<p>A consecutive and concurrent music program that operates from an ongoing venue that supports original live music, operating every Thursday, Friday, and Saturday evenings.</p> <p>The development and delivery of high-quality performances, and diverse genres from working with various curators, promoters, and organisations to establish and embed a set of regular ‘tentpole’ events, including:</p> <p>Jazzamanca, a monthly Saturday night event, featuring Tasmanian and interstate jazz ensembles.</p> <p>ARCHIVE: A monthly showcase of original Tasmanian contemporary/popular music. Archive is a collaboration between Edge Radio and Music Tasmania. Edge Radio will record and broadcast the gigs.</p> <p>ProTem: a monthly showcase of experimental and avant-garde music, dance, and singer/songwriters.</p> <p>QT Cabaret: Queer and Transgender Cabaret will stage five special events throughout the year.</p> <p>WOHO: World Music Hobart will be a curated weekly Saturday afternoon event to perform in the SAC Courtyard.</p> <p>In addition to scheduling the regular and recurring ‘tentpole’ events, the Live Music Program Coordinator will develop a rich program of Australian original music. Hobart's smaller population means that different cultural groups and scenes often interact, and The Founders Room can be a space that reflects this, creating new venue that has a reputation for having an eclectic and inclusive program that brings people with different musical tastes and backgrounds together.</p> <p>The delivery of a live music program that is of such quality and relevance that it attracts ever increasing audience numbers to Salamanca Arts Centre.</p>
<p>Greater geographical reach, interest and utilisation of SAC’s venues and other spaces by performing artists.</p>	<p>Working with the Performing Arts Program Manager, and the Business Development & Venues Manager, and planning 18 – 24 months ahead, increased awareness of and interest in SAC’s venues, from musicians living and working round Tasmania, nationally and internationally.</p>
<p>Greater efficiency in establishing and maintaining systems and relevant information and data.</p>	<p>Development and maintenance of effective systems, both administrative and operational, including draft contracts & agreements, events templates and checklists, model release and agreements, databases, mailing lists,</p>

	documentation of arts activities and events, photo libraries.
Delivery of High-Quality Customer Service	Measurement and analysis of relevant data to and increase customer retention and satisfaction through identifying and creating positive and constructive interactions with musicians and other performing artists and organisations, arising from the successful delivery of programs and events throughout Salamanca Arts Centre.
Successful Live Music Events	Coordination of the necessary logistics to ensure that all live music events and activities that take place within SAC venues are delivered in a professional, compliant, safe, and efficient manner which also ensures a positive experience for audiences.

Indicative duties

- Collaborate with the Performing Arts Program Manager to program a regular program of music/performance events in the Founders Room aligned with the Centre's mission and vision.
- Utilise critical thinking in scheduling with a holistic view of building activity and availability of resources.
- Central to the programming is a series of regular 'tentpole' events that are programmed by external curators. The Founders Room Live Music Program Coordinator will liaise with those and other guest curators, and the Performing Arts Program Manager to ensure that the programs produced are off a very high quality, inspire and create a sense of wonder for our audiences, enhance other programs with the Arts Centre.
- Building and maintaining relationships with musicians, agents and representatives, and promoters.
- Maintaining up-to-date records in SAC's databases of contacts, contracts, riders, etc.
- Using collaborative tools of agency to communicate and operate on day-to-day basis.
- Research available musical talent to fit specific projects, festivals, or events.
- Collaborate with the appropriate agents as necessary to negotiate contracts and riders between artists and SAC.
- Maintain open communication with all teams involved in the event planning process.
- Coordinate the relationship of the artists/clients to the appropriate SAC staff member (production/event services) once the event booking process is confirmed.
- Ensure continuity in events and client names entered into the database to ensure the ability to optimise database search and reporting features.
- Meet with the Marketing & Events Manager to help ensure that client relationships and lead-sharing opportunities are maximized.
- Assist in setting annual program and budget goals and objectives.
- Work occasionally as required on nights and weekends.
- Negotiating contracts between Salamanca Arts Centre and musicians and other venues if applicable.
- Complete other projects and duties as assigned.

Selection Criteria

Degree or certificate in arts, hospitality, communication, arts management or related field and three years' recent related experience required.

- Must have an avid and deep interest in and understanding of music, and be knowledgeable about musicians, styles of music and genres.
- Experience in music business, marketing, sales, or related background.
- Excellent interpersonal, verbal, written, communication skills.
- Professional approach, including initiative and the capacity to set and achieve realistic goals.
- Excellent time management and experience in the development, management and coordination of efficient office operations and systems within a busy environment.
- Excellent organisational ability and experience, including the thorough, accessible documentation of operations.
- Excellent computer literacy, with knowledge and experience with relevant software and web applications.
- Skills and experience in project management, budget development and financial management. Knowledge of legal issues related to contracts and insurance in an arts venue context.
- Demonstrates high level verbal communication skills.
- The ability to work autonomously, co-operatively and/or consultatively as the situation may require.
- The ability to work to deadlines and to manage concurrent and competing priorities.
- A friendly, efficient manner in the workplace and when dealing with the public.
- A clear appreciation of the value of customer service.

The position of Founders Room Live Music Program Coordinator requires enthusiasm, commitment, and recent, relevant experience in the delivery of live music and events administration. The incumbent will be motivated by the pursuit of artistic excellence and endeavour, and their knowledge of and respect for SAC's audiences and communities.

Work Health and Safety:

SAC staff and contractors operate as part of a safety-conscious team with a focus on a holistic safety environment. All employees are required to report to the SAC WHS Committee and representatives at their site with respect to action taken to comply with WH&S requirements.

Employment Terms and Conditions:

The position exists within a set of Terms and Conditions that describe the legal and other framework in which this and other roles within the organisation exist.

Authorised

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Signature _____

SAC CEO _____