



WOMADelaide is seeking a skilled logistics person for a Travel Coordinator role.

The position is based in the Unley office, working full time hours in a contract position from October/November (flexible/negotiable start date) until mid March 2025.

We are seeking someone who is supremely organised, ideally with solid experience working in a high-pressure arts/large-scale festival environment (or a busy, shared office in a relevant field). The applicant will be accustomed to working to deadlines, be focused and mature with an eye for detail, a good listener and a clear and concise communicator with strong Microsoft Office skills. They will be a friendly, calm person who's self-motivated, confident working within a team in an open plan office and who can comfortably track and absorb considerable information.

Reporting to the Associate Director they will work in the Programming/Operations team alongside a Producer, Travel Manager and one other Travel Coordinator. They will liaise with the festival's Production, Marketing, Finance and other staff, and external suppliers such as the travel agency and ground transport provider.

Depending on the applicant's availability and experience, the role is primarily the management of logistics for approx. 30 festival groups/artists, Planet Talks speakers and stage MCs – liaison re flights, accommodation, Aus/NZ visa applications, customs & quarantine, excess baggage and preparation/tracking of artist info sheets, Letters of Agreement and itineraries (for which templates are provided).

It may also include -

- Ground transport – creating the overall schedule and overseeing its delivery; liaising with the bus provider and drivers employed by WOMADelaide

7-10 MARCH 2025 • BOTANIC PARK / TAINMUNTILLA

Produced by WOMADelaide Foundation Ltd / ABN 55 106 584 230 / ACN 106 584 230 / Managed by Arts Projects Australia & Womad Ltd. 12 King William Road, Unley SA 5061 P +61 8 8271 1488 E info@womadelaide.com.au W womadelaide.com.au

The WOMADelaide Foundation is a non-profit body established to present the annual WOMADelaide Festival and is registered on the Commonwealth Government's Register of Cultural Organisations

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WOMADelaide

— **THE WORLD'S FESTIVAL** —

- Accreditation – creating a summary spreadsheet, updating/producing Artist Info Books (templates provided), overseeing the volunteers who pack the artist kits before the festival
- Data entry and general administrative support for the Programming/Operations team

Salary will be dependent on experience.

Please email a one-page cover letter detailing your relevant experience and your CV to reception@womadelaide.com.au by 2 October.

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