

POSITION DESCRIPTION: **ATG Events Coordinator**

Volunteer Position: Average 2 hours per week
(up to 10 hours pre-events)

Reports to/Supported by: ATG Site Coordinator

Summary

The Adelaide Theatre Guide is a non-profit volunteer organisation dedicated to promoting the value of live theatre in South Australia.

Free promotional services are offered to all companies performing in Adelaide at www.theatreguide.com.au including What's On listings, Audition notices, Reviews and more.

To compliment this sentiment, the ATG holds events which foster, celebrate and promote live theatre, the most significant of which is the annual "Curtain Call" Awards recognising excellence in amateur and professional theatre.

Other events held have included the "24 Hour Show" at Her Majesty's Theatre, raising funds for the Guinness McDermott Foundation.

The Events Coordinator role is intended to oversee and manage ATG events in consultation with the Site Coordinator and subject to availability of volunteers.

"Curtain Call" Awards & Gala Dinner

This event was successfully held in 2006 and 2005 to great acclaim and has become a tradition amongst the theatre community. Details of the event are:

- 300+ guests from all areas of the theatre community purchase tickets to attend.
- Awards for excellence including Best Musical, Drama, Comedy, Male Performance, Female Performance and Technical. These categories are split between amateur and professional and winners are presented with trophies – the ceremony is similar to the Oscars© and Tony© formats.
- Full technical staffing including professional lighting and sound
- Catered event with 3-course meal and drinks
- 4 performance acts recruited through an application process
- Professional MC (previously Glynn Nicholas and Tim Ferguson)
- Ticket bookings done internally via booking forms (subject to consideration for 2007, this may change)
- Some marketing and direct mail to promote the event (minimal)

The event is a lot of fun with everyone dressing up in evening gowns and suits and making it *the* night of nights. The event is fairly high profile with media coverage (mostly print) and many in the community competing to be a part of it.

Planning and management of this event is fairly straight forward as previous event manager, Hayley Horton will be available for advice and assistance as well as contacts in all areas required for a smooth-running event.

Other events

While the Awards dinner is an annual event, all other events only go ahead if funds, volunteers and time is available. Events should either break-even or raise funds for the ATG or nominated charity. Events should all promote the value of live theatre in some way.

Possible events in consultation with the Events Coordinator, Fundraising & Sponsorship Manager and Site Coordinator could include:

- 24 Hour Show
- Quiz Night
- Workshops and Master Classes
- Group bookings (book out a performance of a show)

Recognition & Valuable Work Experience

While the position is voluntary, the recognition of this role is fairly high profile and the Site Coordinator is happy to act as a reference. Such experience is valuable to anyone wanting to undertake a career in Event Management and/or Arts Management or if they just have a passion for live theatre and the arts.

Skills & Attributes

Anyone willing to commit to and maintain enthusiasm for the ideals of the ATG is welcome to apply for this position; however any of the following attributes would be valuable to the role:

- Interest in event management or arts management demonstrated by studies or previous involvement with events
- Interest in live theatre or the arts in general
- Good attention to detail
- Ability to meet deadlines and see a job through from beginning to end
- Honest and reliable personality
- Excellent organisational skills
- Drive and passion to achieve the best of any project
- Access to email/basic computer skills
- Own car and license
- Availability (normally up to 2 hours per week, but 2 - 10 hours in the weeks leading up to an event)

Application

Please apply in writing to the Site Coordinator:

info@theatreguide.com.au OR
PO Box 10278, Adelaide BC, SA 5000

Please include details of the following:

- What interests you in this role
- What skills or attributes you meet from the list above
- What you envisage contributing to the ATG
- CV if appropriate

For questions or further information, please contact Hayley on 0412 441 367 or info@theatreguide.com.au