



Title	Program Administrator
1. Commencement Date	7 April 2026
2. Termination Date	31 July 2026
3. Reporting to	Co-Founders and Creative Directors

**ILLUMINATE ADELAIDE**, a celebration of innovation, art, light, music and technology, is a new annual major event for South Australia presented each year in winter since 2021.

During July every year, Illuminate Adelaide takes over Adelaide's city streets, laneways and buildings with interactive installations, immersive experiences and performances. Implementing an entirely new event concept in South Australia, Illuminate Adelaide celebrates the convergence of future technology and creative industries.

This annual major event comprises a massive free program throughout key precincts of the Adelaide CBD as well as series of ticketed events from large scale immersive experiences in key venues to intimate exhibitions around Adelaide for the people of South Australia and beyond. Co-Founders and Creative Directors **Rachael Azzopardi** and **Lee Cumberlidge** work in collaboration with the city's cultural, academic and science institutions, and work to feature key local and international artists and technologists, in addition to local artists and businesses and our own creative industry community.

The event is presented by Illuminate Adelaide Foundation Ltd, under the curation and leadership of its co-Founders and Creative Directors. Illuminate Adelaide Foundation partners with SA-based company Arts Projects Australia for the management and presentation of the event.

#### 4. Duties (*not limited to*)

The Program Administrator supports the Programming team in the delivery and administration of the program and other administrative responsibilities under the direction of the Co-Founders and Creative Directors.

#### 5. Key Responsibilities

##### Program Management

- Support the Producers in the booking of program, venues & artists as required
- Coordinate internal processes to administer the creative program including information management, timelines, contracting, payment schedules, invoicing & purchase orders, artist logistics & scheduling, One Music and other royalty payments, hospitality and reporting
- Provide administrative support to the Programming team regarding artist presentation requirements including all aspects of the terms and conditions including, but not limited to, scheduling, fees, allowances, merchandise, riders, marketing and publicity, travel and accommodation, insurance and visa/immigration and tax documentation as required
- Ensure that all collated programming information is accurate and consistent across the program, for the production of marketing and publicity materials including, but not limited to, credit and presentation lines, dates, venues, times, ticket categories, prices & accessibility etc.

#### Program Operations & Logistics

- Coordinate and support the arrangement of international and domestic travel, accommodation and ground transport for confirmed artists as required
- Collate information required to secure visas for the confirmed international artists (where applicable)
- Liaise with travel and accommodation partners
- Prepare detailed room lists
- Coordinate payment schedules of artist payments, per diems etc. across the program
- Prepare artist welcome packs and accreditation
- Coordinate and oversee the ground transport schedule across the program
- Coordinate artist liaison and hospitality services
- Support the delivery of artist merchandise in conjunction with the Marketing, Production and Front of House teams as required
- Support the design and delivery of event signage in conjunction with the Marketing and Production teams
- Database/Scheduling
- Coordinate the event database and training of new Programming team members in its use
- Support, input and maintain schedule information on behalf of the Programming team
- Prepare and produce reports from the above data

#### Communication

- Liaise and work collaboratively with all Illuminate Adelaide departments and staff members to carry out the role and ensure open and clear communication channels are maintained for sharing information across all departments
- Collate relevant data for post-event reporting as required

### **6. People & Culture**

- a) Be an active member of the Illuminate Adelaide team and assist with the implementation of plans and objectives in line with the Event's overall vision & artistic goals.
- b) Adhere to and comply with Illuminate Adelaide policies and procedures including WHS requirements.
- c) Illuminate Adelaide has a zero tolerance of any form of harassment, and has a workplace discrimination and harassment policy that is applicable to all levels of management, staff and board members. Illuminate Adelaide is committed to providing a safe, flexible and respectful environment for staff, free from all forms of discrimination bullying and sexual harassment. All staff are required to treat others with dignity, courtesy and respect and have the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimized.

12 King William Road Unley SA 5061

+61 8 8271 1488

hello@illuminateadelaide.com

illuminateadelaide.com

Illuminate Adelaide Foundation Ltd.

ABN 67 63 517 838