



ROLE	DESCRIPTION
Festival Administration	<ul style="list-style-type: none"> - Maintaining CCDF Website - CCDF contact person - Secretary for meetings - Liaise with external services (e.g. fire station, police, ambulance) to inform of festival movements - Organise security for performances - Share updates/reminders via social media - Support Chairperson and Artistic Directors - Teacher/student passes
Artistic Director	<ul style="list-style-type: none"> - Take part in CCDF audition process - Selection of items - Creation of performance evening programs - Updating CCDF guidelines, application forms - Create dress rehearsal schedule - Create acceptance packages - Attend and run dress rehearsals, providing feedback to students/teachers/items during rehearsals - Attend performance evenings and run groups from holding rooms to side stage, liaising with stage manager to ensure shows run to time - Knowledge of dance technique, safe dance practice and performance quality - Knowledge and understanding of K-6/7-12 dance syllabus
Merchandise coordinator	<ul style="list-style-type: none"> - Create an online ordering platform - Create and distribute relevant online ordering information to participating schools - Set cut-off date for order placement and payment - Liaise with Chairperson re: supplier, costs, orders etc... - Liaise with supplier re: type of merchandise, logo placement, colour, sizes, costs etc... - Oversee online orders - Oversee distribution of orders to schools



<p>Programs / Certificates</p>	<ul style="list-style-type: none"> - Liaise with Chairperson re: show orders, Chairperson message etc.. - Liaise with program designer re: design, cost etc... for program and certificates - Proof read the program - Check and coordinate committee names, DEL's, schools and Principals etc... for program - Organise certificates for distribution at performance evenings - Organise for programs to be delivered to LST for performance evenings
<p>MC announcements</p>	<ul style="list-style-type: none"> - Proof read and edit MC announcements - Create run cards for MC's - Distribute MC announcements to MC's prior to performance nights - Select and organise MC's for each performance night - Organise students to present Acknowledgment of Country for each performance night - Meet MC and acknowledgement students at the start of each performance evening
<p>Music direction/editing/copyright</p>	<ul style="list-style-type: none"> - Download ALL music to check if can be downloaded - must be in MP3 or MP4 format - Check APRA/ARIA copyright information - Check music lyrics - Check music submitted meets copyright rules - Create show by show playlists of music - Edit music for requested items and email to teachers to check - Attend dress rehearsals to manage music and operate sound - may need to make edits on the day if music is incorrect - Attend performance evenings to operate sound - Liaise with stage manager during performances
<p>Stage Management</p>	<ul style="list-style-type: none"> - Attend and run dress rehearsals - Liaise with LST technicians during dress rehearsals and performances - Create performance run sheets - Attend and run performance evenings - Coordinate backstage during performances e.g. MC's, props etc... - Liaise with additional stage managers



<p>Regional Ensemble Coordinator</p>	<ul style="list-style-type: none"> - Liaise with Chairperson throughout - Set audition dates, times, venue etc... - Select audition panel with Chairperson - Attend regional ensemble auditions - Write / check risk management plans for auditions, rehearsals, performances, additional opportunities - Liaise with external providers re: choreographing for ensembles (costs, availability, attending auditions to help in selection process) - Liaise with external providers re: hiring rehearsal venues (dates, times, costs, access) - Obtaining risk management plans from external venues, related to additional opportunities etc... - Creating all relevant paperwork e.g. permission notes - Liaise with ensemble managers re: costumes and music - State Dance Festival nominations
<p>Ensemble Manager</p>	<ul style="list-style-type: none"> - Liaise with Regional Ensemble Coordinator throughout the year - Attend audition selections, rehearsals and performances - Support choreographer of the group - Organise costumes, permission notes, risk assessments etc... - Maintain communication with schools, parents/carers, students etc... - Complete and submit applications/paperwork for opportunities throughout the year e.g. CCDF, State dance festival, CC Schools Showcase
<p>Ensemble Choreographer</p>	<ul style="list-style-type: none"> - Liaise with Regional Ensemble Coordinator throughout the year - Attend audition selections, rehearsals and performances - Support manager of the group - Create individual and personalised choreography for the relevant ensemble - Work cohesively with selected students to create choreography - Work within the guidelines for intended opportunities e.g. CCDF, State dance festival, CC Schools Showcase