

# RISING :

ARTIST LOGISTICS MANAGER  
POSITION DESCRIPTION, FEBRUARY 2025

ROLE :	ARTIST LOGISTICS MANAGER
TEAM :	CREATIVE
TERM :	FULL-TIME/ FIXED TERM APRIL 14 - JUNE 27 2025
REPORTING TO :	HEAD OF CREATIVE PROGRAM

## RISING

RISING is a festival celebrating new art, music, and performance in the heart of Naarm (Melbourne). As a key cultural event for the Asia Pacific Region, RISING amplifies Melbourne's identity by showcasing local, national, and international artists and curators.

## THE ROLE

We are looking for an Artist Logistics Manager to join our team. In this role, you will lead artist care, logistics planning, and delivery across RISING. You will act as a passionate advocate for the RISING program and its artists, ensuring they are valued stakeholders and that their experience is enriching. Your responsibilities will include ensuring the safe travel of visiting artists and delivering a world-class Festival experience. The Artist Logistics Manager will collaborate closely with Producers and the Head of Creative Program to manage logistics and artist relations, as well as cultivate and maintain relationships with travel agencies, hotel providers, partners, presenters, and other key stakeholders.

You'll also oversee the Artist Liaison and Driver teams and work closely with the Logistics and Creative Admin Assistant and Associate Producer, Music.

We're looking for an organised, approachable individual with excellent communication skills and Festival experience.

## DAY-TO-DAY RESPONSIBILITIES

- Coordinate interstate and international flight bookings, accommodation, ground transfers, and excess baggage
- Manage international arrivals including visa process
- Manage and distribute schedules for artists and companies
- Ensure logistics and travel budgets are appropriately managed and reconciled
- Work with Creative Team to hire and manage the Artist Liaison team, overseeing their day-to-day activities
- Maintain strong relationships with suppliers
- Collaborate with the Head of Creative Program and Executive Producer to mitigate financial risks and ensure smooth artist logistics, including logistical insurance arrangements (e.g., company travel insurance)
- Keep program databases and associated records up to date, in collaboration with the Head of Creative Program and administrators
- Support data collection from artists during and after their engagement with RISING, assisting in feedback processes to enhance the artist experience
- Work closely with the Artist Liaison, Producers, and Project Managers to ensure artists' needs are met and supported throughout their time at the festival
- Collaborate and the Brand and Commercial team to provide artists with RISING materials, including gifts and information
- Coordinate with the Program Administrator, Creative Admin Assistant, and Corporate Services to manage per diem distribution efficiently as per RISING cash handling procedures

## SKILLS AND EXPERIENCE REQUIRED

- Communication: Exceptional verbal and written communication skills, with proven ability to build and manage key relationships
- People skills: Friendly, approachable, and respectful, with an understanding of the diverse communities RISING serves
- Time management and planning: Ability to manage multiple projects with competing priorities
- Budgeting: Experience with budgeting processes, including creation, tracking, delivery, and reconciliation

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- Relationship/stakeholder management: Proven track record of managing internal and external relationships effectively
- Teamwork/collaboration: Ability to work well in both team environments and independently
- Specialist knowledge: Understanding of the Department of Immigration protocols impacting touring artists

## KEY RELATIONSHIPS

- Close collaboration with Heads of Departments, Producers, and the wider Creative and Delivery teams
- Ongoing interaction with other departments, including Corporate Services, Brand and Commercial, and Stakeholders and Delivery
- Management of relationships with external suppliers, including hotels, travel, and ground transport providers, as well as artists

## WORK SCHEDULE & FLEXIBLE WORK ARRANGEMENTS

RISING supports flexible working arrangements for staff and a hybrid office/WFH model is currently in place. The RISING office is situated at Level 2, 377 Lonsdale Street, Melbourne 3000.

As part of our flexible working arrangements, there is an expectation that staff will be available for office-based and on-site work as required by their role.

RISING's usual business hours are between 9am and 5pm from Monday to Friday. However, you may be required to work outside these hours in order to meet the demands of the annual festival operational cycle and the responsibilities of your position.

## ACCESS

RISING is a festival aspiring to be a cultural leader in inclusion and accessibility. We want our organisation and program to be a true reflection of our city representing people with a variety of skillsets and life experiences, cultures and backgrounds. We encourage applications from First Nations people, those who are from culturally and linguistically diverse backgrounds, people who are LGBTQIA+, people who have a disability and/or who are d/Deaf.

If you have access requirements that will cause difficulty applying online and you need assistance, please call 03 9662 4242, Monday to Friday, between 9AM-5PM. We are only able to respond to accessibility enquiries at this number, for all other queries please email [jobs@rising.melbourne](mailto:jobs@rising.melbourne).