

PERFORMER PAYMENTS

TEAM TITLE

Performer Payments

TEAM CO-ORDINATORS

Jennifer Grinlinton & Ruth Primrose

PLACE & TIME REQUIREMENTS

Thursday through to Tuesday morning

NUMBER OF VOLUNTEERS IN TEAM

There are 4 members of this team

PURPOSE OF TASK (RELATIONSHIP TO THE FESTIVAL):

The Performer Payments team are responsible for issuing of performer cheques to performers, and, if requested, cashing these cheques for performers.

CONCISE DESCRIPTION OF DUTIES & RESPONSIBILITIES

The Performer Payments team liaise closely with the Program Manager to ensure prompt payment to Performers, and the finalisation of all necessary paperwork for the Festival to comply with its legal and tax obligations. This may include outstanding contracts, Tax Invoices, APRA forms and similar paperwork.

BASIC QUALIFICATIONS

The performer payments team are handling highly sensitive information as well as money. The team need to be able to maintain confidentiality, be discreet, have good people skills, and be good at problem solving and troubleshooting. The position involves some cash handling.

ORIENTATION REQUIREMENTS

The Performer Payments team need to liaise closely with the Program Manager, Accounts Manager, and Treasury coordinator.