

POSITION DESCRIPTION (Summary)

Position:	<i>Nati Frinj Biennale Festival Director</i>
Type of Position:	<i>Two-year, Fixed Term, Part-time, Contract position, with potential for extension, commencing December 2023</i>
Location:	Soldiers Memorial Hall, Natimuk
Contract Overseer:	ACT Natimuk Executive and Committee
Enquiries:	gm@actnatimuk.com to obtain the full Position Description (recommended).
Websites:	http://natifrinj.com/ https://actnatimuk.com/
Applications due:	5pm Friday 29 September 2023
Applications address:	gm@actnatimuk.com

PURPOSE OF POSITION

This position has the responsibility for the development and delivery of the **2024 Nati Frinj Biennale Festival**. The Festival Director will work closely with the **ACT Natimuk** committee, contracted artists, local artists, sponsors, and the public to deliver the programme.

The position references the ACT Strategic Plan 2021-2024, Cultural Protocols (2021), Reconciliation Action Plan (2021).

**Please note that the format of the 2024 Frinj is under discussion and there may be some changes with responsibilities and timeframe.*

KEY RESPONSIBILITIES

Programming and Coordination
Human Resource Management
Grants, Sponsorship and Fundraising
Marketing and Promotion
Budgeting and Financial Management
Partnerships
Administration and Reporting

KEY SELECTION CRITERIA

A half page response to each criterion is required in your application.

- Demonstrated leadership in arts related event co-ordination or experiences within a community based organisation including managing paid and volunteer staff.
- Demonstrated financial experience in managing project/program budgets.
- Demonstrated capacity to attract funding and sponsorship.
- High level written and verbal communication skills.
- Demonstrated ability to work in a busy environment with minimal direction.
- Well-developed time management skills.

CONDITIONS OF ENGAGEMENT

The position has higher and lower demands during the contract period.

The ability to work after hours and flexibility of work time is a requirement of this role.

Ongoing proximity to Natimuk is preferred.

The contract commences December 2023 for two full calendar years at different pay rates reflecting the work required during a festival year and a non-festival year. There is the possibility of renewal for a further two years to align with the duration of the CEP funding.

Terms of the Position

Position: Part time, fixed term contract, with flexibility required.

Responsible to: The ACT Natimuk Executive.

Salary: \$70k pro rata (fractional FTE, annualized for pay purposes at \$36.70 per hour. 10.47 hours per week over 52 weeks in festival year, fractional FTE annualised at 2.61 hours per week in the non-festival year).

CPI is adjusted to this position pro rata on an annual basis.

The contract fee is Total \$25,000 over the duration of the two-year contract.

Leave based pro rata:

- 4 weeks of annual leave
- 10 days of sick leave
- Public holidays independent of annual leave
- 30 days of notice is required.