

POSITION DESCRIPTION

Position:	<i>Nati Frinj Biennale Festival Director</i>
Type of Position:	<i>Two-year, Fixed Term, Contract position, with potential for extension, commencing March 2022</i>
Location:	Soldiers Memorial Hall, Natimuk
Contract Overseer:	ACT Natimuk Executive and Committee
Enquiries:	Mob: 0417307824
Websites:	http://natifrinj.com/ https://actnatimuk.com/
Applications due:	5pm Monday 21 February 2022

PURPOSE OF POSITION

This position is responsible for the development and delivery of the **2022 Nati Frinj Biennale Festival**. The Festival Director will work closely with the **ACT Natimuk** Executive and Committee, ACT General Manager, contracted artists, local artists, sponsors, and the public to deliver the programme.

KEY RESPONSIBILITIES

1. Programming and Coordination

- Responsible for general planning, programming, and vision of the festival, continuing the work already undertaken by the previous director for the deferred 2021 Nati Frinj.
- To lead the community, artists, and committee to deliver projects in line with the **Nati Frinj** philosophy and mission and detailed in the Creative Victoria CEP (Creative Enterprise Program) Framework (Nov 2021) and Reconciliation Action Plan (RAP) (2021) and our First Peoples Cultural Protocols Policy (2021).
- Create opportunities and provide inspiration and guidance for local and invited artists to develop work for the **Nati Frinj** programme.
- Report development of the festival programme at regular festival committee meetings.
- **Develop programming benchmarks for Aboriginal and Torres Strait Islander content.**
- Maintain and establish connections with people, community groups and organisations that can assist in delivering the festival program.
- **To engage, partner and work with Aboriginal and Torres Strait Islander people in the Wotjobaluk nation, to achieve improved artist opportunities and arts equity for Aboriginal and Torres Strait Islander people.**

2. Human Resource Management

- Utilise existing frameworks developed to integrate the involvement of contract and volunteer staff throughout the festival.
- Develop, implement, monitor, and evaluate a Covid-safe plan for the festival.
- **Develop and monitor Production, Marketing, Volunteer Coordination, and Aboriginal and Torres Strait Island Producer roles and recruit for these positions.**
- **Develop a position description along with the ACT Executive for a part-time short-term contract for an Aboriginal and Torres Strait Island Producer for the Nati Frinj Festival.**
- **Engage a Cultural consultant as needed.**
- Demonstrate leadership, be informed and aware to ensure staff and volunteers comply with occupational health and safety issues in consultation with the production team.

3. Grants, Sponsorship and Fundraising

- Develop funding submissions for local, state, and federal agencies in consultation and partnership with the festival committee.

- Ensure regular and open communication occurs between sponsors and festival committee, which includes appropriate acknowledgement of sponsors at all events and on all material produced as part of the festival marketing and promotions programme.
- Work with the ACT General Manager on developing and implementing a philanthropic stream of funds for Nati Frinj projects.

4. Marketing and Promotion

- Design the 2022 Nati Frinj Logo and promotional materials including posters and programmes (all 2021 materials will be available for adaptation if required).
- Update the Nati Frinj Website with designers Green Graphics
- Maintain the Nati Frinj website and contribute to the ACT Natimuk website.
- Set up online ticketing for Frinj events through Trybooking.
- Be the public face and first point of contact for the festival.
- Develop and manage the implementation the festival's marketing and promotional strategy in coordination with the ACT General Manager's communication strategy.
- Maintain Festival media and social media communication including Festival newsletters throughout the contract period.
- Work closely with contracted photographers to ensure the festival is well documented.
- Coordinate production and sale of festival merchandise

5. Budgeting and Financial Management

- Develop project budgets in consultation with the ACT Executive.
- Through the management of the ACT Treasurer and Bookkeeper, monitor and administer individual festival project budgets.
- Maintain timely records of expenditure of core festival budget reporting to the ACT Treasurer.
- Acquit all project and festival monies at the completion of the festival.

6 Partnerships

- Manage key partnerships with Creative Victoria and other important relationships.
- Manage partnerships with Aboriginal and Torres Strait Islander groups.
- Work alongside the ACT General Manager.

7 Administration and Reporting

- Maintain a *Nati Frinj* database
- Maintain a specific frinj web presence and frinj social media presence for the festival.
- Ensure Creative Victoria (CEP) funding for the Nati Frinj is managed, met, and reported appropriately.
- Ensure the ACT Reconciliation Action Plan commitments regarding the Nati Frinj are planned, implemented and reported on.
- Attend and report at festival committee meetings.
- Produce a final report at the end of the festival including recommendations for the future, project evaluation and a promotional record of the 2022 event.
- Organize a post-production/debrief meeting for key festival participants and personnel at the end of the festival.

SKILL REQUIREMENTS AND SELECTION CRITERIA

Key Selection Criteria: Your application should address the key criteria listed as follows:

- 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.

Organisational Relationships

Reports to: *ACT Natimuk* Executive Committee

Manages: Volunteers, production staff, volunteer coordinator, artists, sound and light technicians, publicity, and promotions staff.

Internal Liaisons: Nati Frinj Community Committee, ACT General Manager.

External Liaisons: Artists and community organisations, sponsors, national / state-based arts funding bodies, local and national media, and Horsham Rural City Council staff etc.

Accountability and Extent of Authority

The festival director is accountable for the coordination and implementation of the full festival programme and financial overview of the *Nati Frinj Biennale*. Authority extends to sponsorship, fundraising and expenditure in accordance with the festival's executive and general committee. The ability to make unilateral decisions under pressure and to validate these decisions to all relevant people is important.

Judgement and Decision Making

A high level of independent judgement is required to co-ordinate the full festival programme. This may include managing project and publicity budgets, liaising with and keeping parties informed of the festival status and resolving technical and personnel matters.

Conditions of Engagement

The contract position is for the period from appointment and signing of contract for two full calendar years each at different pay rates reflecting the work required during a festival year and a non-festival year.

The contract fee is TOTAL \$25,000 over the duration of the two-year contract. Being \$ 20,000 p.a. for the festival year and \$5000 for the non-festival year and includes Superannuation, Workcover, four weeks annual paid leave, sick leave over the duration of the contract.

There is the possibility of renewal for a further two years to align with the duration of the CEP funding.

The nature of the position will require 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.

Early termination of the contract by either party assumes progressive payments are equal to the work completed to date. Thirty days' notice by either party is required for early termination of contract.

Milestones of the two-year contract

March 2022

Engage with the projects commenced, deferred, or reimagined because of the postponement of the 2021 Festival

Develop arts projects and apply for funding at a State and Federal level

June 2022

Develop festival programme including both local and invited artists

Design Nati Frinj Logo

Maintain relationships with local community groups

Develop Nati Frinj Budget

Sept 2022

Develop Nati Frinj Schedule and Promotional Programme and T-Shirts

Address all production concerns, working closely with Production Manager

Continue to market festival through social media, website, and media releases

Offer booking online through Trybooking (Oct 1 – Oct 30)

Oct 2022

Delivery of Nati Frinj Festival
Completion of reports/invoices/acquittals

Feb 2023-Jan 2024

Preparations towards the 2024 Nati Frinj Festival

TERMS OF EMPLOYMENT

1. The terms and conditions of this contract are the sole terms and conditions of this engagement. This Contract is intended to reflect all prior understandings and, when signed constitutes the totality of the agreement between the parties. This Contract may only be varied or modified in writing, signed by all the parties to the Contract.
2. The Festival Director will notify ACT Natimuk's Chairperson of additional work or short-term contracts undertaken during the contract period outside the Festival Director's project scope. Variations of hours worked will be negotiated between the Festival Director and the ACT Natimuk Chairperson
3. Termination of this contract by the Festival Director shall be by written notice to the Chairperson and must allow for satisfactory transfer of duties so as not to jeopardize the project schedule. Termination of this contract by ACT Natimuk shall only be for cause and notice shall be served to the Festival Director.
4. Unless there are reasonable grounds for not doing so the Festival Director shall sign and return the contract within 14 days of receipt.
5. Unless the Festival Director otherwise advises in writing, the address for the service of notices under this Contract shall be the Festival Director's contact address as specified at the end of this contract. Unless the Producer otherwise advises in writing, the address for the service of notices under this contract shall be the address of ACT Natimuk as specified at the end of this contract. Notices shall be in writing and may be hand delivered or sent by post, or email.
6. One copy of the agreement duly executed by the GM shall be retained by ACT Natimuk, and one copy duly executed by ACT Natimuk shall be retained by the Festival Director.

EMPLOYMENT CONDITIONS

The position is a part time contract position.

The appointee will have 6 monthly performance management discussions with the ACT Natimuk Chairperson and a member of the Executive.

The contract position is for the period from appointment and signing of contract for two full calendar years at different pay rates reflecting the work required during a festival year and a non-festival year.

The contract fee is TOTAL \$25,000 over the duration of the two-year contract. Being \$ 20,000 p.a. for the festival year and \$5000 for the non-festival year and includes Superannuation, Workcover, four weeks annual paid leave, sick leave over the duration of the contract.

The nature of the position will require 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. The Chairperson of ACT Natimuk is to be appraised of the variable actual hours worked whereas the pay cycles will remain spread evenly over each different year.

The pay rate in the first Festival year will be spread evenly over the whole year and the pay rate of the position in the second non-Festival year will be spread over the whole year, maintaining continuous part-time employment over the two-year period, with two years of differently annualised pay, reflected in both Superannuation, Workcover and entitlements of Leave.

Early termination of the contract by either party assumes progressive payments are equal to the work completed to date. 30 days of notice by either party is required for early termination of contract.

Terms Of the Position

Position: Part time, 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 on an annual basis.

Leave based pro rata

- 4 weeks of annual leave
- 10 days of sick leave,
- Public holidays independent of annual leave
- Thirty days of notice is required