

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 March 2022</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 Monday 21 February 2022
Applications address:	gm@actnatimuk.com

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

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 March 2022 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.

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 with employer Superannuation additional to the wage, Workcover, pro rata four weeks annual paid leave, pro rata sick leave.

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