



Midsumma Festival Inc.

Festival Administration Coordinator

Selection Criteria

Question 1 – Administration & Systems

Tell us about a time you developed or improved an administrative system or process in a busy office environment. What was the situation, what did you do, and what was the outcome? How did you manage competing priorities and ensure accuracy across tasks such as correspondence, financial administration and database management?

Question 2 – Stakeholder Engagement & Communication

Describe a situation where you were required to manage relationships with a wide range of stakeholders — including the general public, VIPs or community groups — across a significant event or program. How did you tailor your communication approach, and how did you ensure a positive experience for all involved?

Question 3 – Event Coordination

Coordinating events requires managing multiple moving parts simultaneously, often under pressure and with tight deadlines. Can you walk us through a specific event you have coordinated or contributed to — from the planning stages through to delivery and post-event review? In your response, please address:

- i. How you managed registrations, communications and logistics in the lead up to the event
- ii. How you coordinated volunteers or other personnel on the day
- iii. How you handled any unexpected challenges or changes that arose
- iv. What post-event evaluation or reporting you contributed to, and what you would do differently next time