POSITION DESCRIPTION AND INFORMATION ABOUT MIDSUMMA

POSITION: PROGRAM MANAGER

REPORTS TO: CHIEF EXECUTIVE

KEY RELATIONSHIPS: CHIEF EXECUTIVE, PRODUCTION & OPERATIONS MANAGER, FINANCE MANAGER, MARKETING & COMMUNICATIONS MANAGER, VOLUNTEER COORDINATOR, ARTISTS AND ARTS ORGANISATIONS, LOCAL GOVERNMENT AND FESTIVAL PARTNERS.

DIRECT REPORTS: TICKETING & PRESENTER SERVICES MANAGER SEASONAL), ABORIGINAL ENGAGEMENT COORDINATOR (SEASONAL), PROGRAMMING OR PROJECT ASSISTANTS WHERE APPLICABLE (SEASONAL), INTERNS & VOLUNTEERS.

LOCATION: MIDSUMMA FESTIVAL OFFICE (Currently 77 Southbank Boulevard, Southbank VIC)

POSITION TYPE: MULTI YEAR FIXED TERM CONTRACT

LAST UPDATED: AUGUST 2019

Midsumma

Vision

- **Leadership arts organisation cultivating queer arts culture unique to Australia with local, national, international engagement; leading LGBTQIA+ cultural conversations.**
- **An artistic powerhouse investing in diverse LGBTQIA+ artistic voices to develop powerful new work, across disciplines, that inspire, shares unique stories, build meaningful connections spanning all cultures, age/generations, gender/sexual identities and disability.**

Midsumma is recognised as one of Australia’s largest LGBTQIA+ arts and culture festivals, featuring 180 + events each year with involvement by over 1,500 artists in over 80 different venues across Melbourne and wider Victoria to audiences of almost 285,000 each year.

Midsumma has repositioned itself as a globally relevant cultural influencer with artistic leadership, learning and diversity at its heart. Over the last three years we have experienced rapid but strategically planned growth in audiences, breadth and scope of artists, organisational capacity, and depth of artistic partnerships and new work development. As a program led organisation Midsumma has gained artistic recognition for its curatorial direction and the vital role we play in the development of queer culture across Victoria and nationally.

With a focus on the development and presentation of the full diversity of LGBTQIA+ artistic cultures Midsumma’s strategic priorities include intersectional representation such as Indigenous, disability, culturally and linguistically
diverse communities, diverse families, and seniors. Midsumma Festival engages with broad communities across age ranges and cultural demographics regardless of gender identity or sexual orientation; truly representing inclusion and diversity in all its forms.

With both a curated ‘Midsumma Presents’ and open-access program, Midsumma Festival brings a diverse mix of artists, performers and audiences together for a celebration and innovative presentation of queer arts and culture. The diverse festival program is made up of a wide range of events and activities including visual art, theatre, spoken word, cabaret, film, live music, and public forums alongside social / sports events.

Whilst best known for its public facing summer festival each year Midsumma also works year-round with new work, and industry capacity building projects including Midsumma Future’s, which provides mentorships and skill development training for 10 early career artists over a 9-month period each year and Pathways, a companion mentorship program for queer artists living with a disability. Midsumma also annually runs the Midsumma Post Arts Prize, Australia’s leading queer visual arts competition with finalists selected from across the country. This non-acquisitive annual award is a survey of outstanding queer artists working across mediums reflecting their potent personal and political perspectives on the world.


Job Summary
This senior creative role has responsibility for all aspects of program content coordination required to deliver and profile the annual Midsumma Festival and year-round nationally significant industry development initiatives. The role central to Midsumma’s aspirations as an industry leadership organisation at the forefront of queer cultures, proactively driving the development of queer arts and culture in Victoria and beyond.

The role requires an experienced, outgoing, enthusiastic, passionate and dedicated person with broad curatorial, program, facilitation presenting skills to undertake the planning, coordination and delivery of a wide range of activities for Midsumma and particularly its primary activity, the annual Midsumma Festival program undertaken in January/February each year.

The role coordinates and facilitates all aspects of the Midsumma Festival Program including the major signature events of Midsumma Carnival and Midsumma Pride March alongside oversite of a broad ranging open access performance and visual arts program and Midsumma Presents events (produced by Midsumma). The role is crucial to the day to day smooth running of developments of and implementation of the Midsumma Festival and year-round program.

The role works across a broad range of artistic and office disciplines including:

- Artist Engagement and coordination or artists, artworker’s, producers and venues with regards to their inclusion within the open access program.
- Curatorial direction of a curated program of new works presented and produced by Midsumma, inclusive of development of artistic/presenting partnerships and associated artist / arts organisation engagement, coordination or artists, artworker’s, producers and venues with regards to the development and presentation of new work.
- Diverse cultures and community engagement
- Planning, Coordinator and project management for year-round industry and artist development programs including artists mentorships and residency programs.
• Event Management for large scale outdoor events including Carnival (attended by up to 120,000 people each year), and the annual Pride March (in close collaboration with the Festival’s Production & Operations Manager).
• Working closely with the Chief Executive as a senior staff member on strategic planning and development and positioning of the organisation.
• Coordination, in close collaboration with other Festival staff, of the development of program content for the Festival program guide.
• Coordination, in consultation with the CEO, of the Festival program launch.
• Identification, scoping and development of future project ideas, with prospective partners, that better place Midsumma as an active contributor to the development of queer cultural footprint of Victoria and nationally.
• Liaison with funding bodies where appropriate in particular arts departments.
• Working closely with Midsumma’s Volunteer Coordinator to maximise engagement from a loyal and committed base of volunteers who contribute significantly to the festival every year.

Key working relationships

The position is a crucial and senior member of a small committed Midsumma Festival delivery team.

On a day to day basis the position will work most closely with the Midsumma Festivals Chief Executive, Production & Operations Manager, Marketing & Communications Manager, and where relevant programming assistants, and interns but will also work closely with the Festivals Ticketing / Presenter Services Coordinator, Website Coordinator, Volunteers Coordinator and volunteers.

The role involves developing and maintaining positive relationships with a wide range of key Festival and industry stakeholders including local and interstate/international artists and arts companies, venues, presenting partners, stallholders, supporters, media representatives and government agencies associated across all Festival activity, precinct partners, donors, corporate partners and Festival sponsors.

Key functions of the role

PROGRAM DEVELOPMENT

• Working closely with artists, producers and presenters, the Chief Executive and Production & Operations Manager, to develop and implement an innovative annual program for the Festival, including large scale signature community events Pride March and Carnival and leadership arts events year-round.
• Attend meetings with artists, companies and relevant festival partners as required to develop and facilitate the annual program development.
• Evaluation of artist and event registrations and working closely with the Marketing & Communications Manager, Finance and Office Manager and Administrative Assistant to ensure that all required information is received from registered participants to enable the festival to implement all aspect of program delivery for the open access program, within required timelines.
• Curate develop and project manage Midsumma presented /produced events including selection of venues and liaison with venues (including Visual Arts Midsumma Australia Post Arts Prize and its showcase exhibition).
• Develop a schedule of proposed festival events in a way that best maximises opportunities for Midsumma and all artists and audiences and identify potential clashes that might be problematic to maximise targeted audience engagement and liaise with presenters to see if such clashes can be addressed.
• Provide appropriate and timely information to other festival personnel. Ensure clear internal communication strategies are in place and delivered regarding program and project delivery development.
• Work closely with the festivals Production & Operations Manager on all aspects of the proposed program.
• Working closely with the Manager of Marketing and Communications coordinate development of requirements for the festival program guide, and online program content year-round where relevant to the program.
• Forecast and prepare budgets for specific projects and special events where agreed and assist the Chief Executive and Production & Operations Manager in the finalisation of required costing requirements where relevant.
• In conjunction with the Chief Executive and Finance Manager create, monitor and manage relevant program revenue and expenditure budgets, authorise expenditure against approved budgets within delegations, and ensure that all financial and administrative elements are managed within agreed Festival policies and procedures.
• Prepare update documents for, and where appropriate attend board meetings to update board members of development of curatorial and artistic direction and particular key programming elements.
• Develop and maintain effective administrative systems and processes to facilitate smooth running of the festival and effective and efficient communication across the entire Festival team.
• In consultation and working collaboratively with all members of the festival team, develop and implement plans to broaden and deepen engagement with stakeholder groups.
• Participate in evaluation processes and provide de-brief notes for post event analysis where agreed.
• Liaise with venues and artists/producers at the conclusion of the festival to assist in the collation and maintenance of key statistical requirements for the festival (attendance numbers, number if sold out events etc. etc.) and in consultation with the Chief Executive and festival team, contribute to the development and assist with the preparation and collation of information for reports and funding submissions and the servicing of grants for the Festival as may be required.
• Assist with recruitment and where relevant management of seasonal festival delivery and project staff.

Other Duties

• Develop and ensure continuation of positive relationships with all stakeholders of the festival across all sectors and assist in the activation of these as proactive advocates for the Festival in an ongoing way.
• Attend and participate where appropriate in industry activities and events.
• Keep abreast of current industry trends and issues relating to the festival at a local, State, national and international level.
• Participate as a member of the festival team with regards to broader whole of organisational needs and priorities.

Key accountabilities

• Ensure delivery of an annual program, incorporating both a leadership curated artistic program year-round (with focus on summer festival period) and festival open access program, with local, national and international contexts, within agreed parameters.
• Ensure a process of evaluation, assessment and learning to ensure continual improvement processes are in place that supports the Midsumma Festival organisational culture as a positive proactive learning organisation.
• Maintain processes and procedures as appropriate to ensure smooth delivery of all elements of the Festivals operation.
• Work closely with all Midsumma staff members to find ways to identify and maximize cohesive opportunities for all elements of the Program in a holistic way.
• Be familiar with and adhere to all Midsumma policies and procedures including WHS requirements.
• Attend and participate in weekly operational staff meetings and be available for monthly Board meetings if required and/or providing written reports as appropriate.
• Prepare a debrief report at the conclusion of the annual Midsumma Festival including making recommendations for future improvements in relation to resources, processes, systems or any other operations as appropriate.
• Prepare and provide relevant information for sponsorship, government at the conclusion of the festival in preparation for collation of the Festival’s annual report.
• Actively engage with diverse cultures and communities and assist Midsumma to maintain and further develop a national leadership position regarding artform and arts industry, with broad arts access and inclusion.
• Assist in identifying and preparing funding opportunities specific to programming projects and initiatives where possible.
• Utilise all available resources in the most effective and efficient manner possible.
• Ensure the proper collation of all relevant statistical information and trends.
• Ensure collation of all information and statistical data to assist with post festival evaluations and acquittal reports.

PERSON SPECIFICATION

Key required competencies

• Demonstrated relevant knowledge of and proven experience in presenting / programming of arts with knowledge of multiple artforms and diverse contemporary artistic practice.
• Proven curatorial expertise in contemporary multi arts environments.
• Knowledge of contemporary queer arts practice / aesthetics.
• Excellent demonstrated communication skills (written and verbal).
• Proven knowledge of the arts industry in Victoria and with national and international context. Knowledge of festivals, events sector or venue / presenter programming preferred.
• Demonstrated committed to the arts.
• Knowledge and/or experience in arts industry development / industry capacity building.
• Knowledge of the requirements for preparation and development of arts funding proposals.
• Demonstrated attention to detail, commitment to accuracy, and ability to manage multiple tasks within agreed deadlines.
• Ability to think laterally and a collaborative, constructive, flexible and creative approach to solving problems.
• Demonstrated commitment to information sharing.
• Proficiency in MS Office Excel, Word and PowerPoint, databases, and confident approach to learning and developing new systems and processes.
• A confident, warm and engaging personality.
• Proven ability to work well as part of a team environment and to actively participate in maintain and developing a positive organisational culture as part of a small hardworking team.
• Demonstrated ability’s in developing and maintaining networks.
• Negotiation skills and the ability to deal with difficult situations in positive constructive ways.
• Demonstrated respect and empathy for members of diverse communities, the arts, and in particular members of LGBTQIA+/ DGS communities.
• A collaborative and flexible working style and commitment to broad organisational values and objectives.
Employment Conditions:

- Full time position. A fixed term multi-year contract will be offered. Salary range approx. $70 to $77k pa plus Super: some flexibility may exist dependent upon experience of the successful applicant. Flexibility regarding stat time exists for the ideal candidate but ideally before February 2020.
- The position will receive the pro rata equivalent of four weeks’ annual leave and pro rata 10 days sick / personal leave.
- Due to the nature of festivals, working hours outside of core business operating times (evenings and weekends) will be required during the core festival delivery period and for limited lead up events and functions.
- The salary takes into account additional working hours during festival delivery period and no overtime or penalties shall be payable. Time off in lieu may be negotiated at the discretion of the Chief Executive.

Midsumma is an equal Opportunity Employer who values diversity in the workplace. As such we encourage and support applications from people from diverse backgrounds.

All applications must address the job description and provide details of previous arts programming experience. Applications close **5pm 4 October 2019** and should be sent to applications@midsumma.org.au.