



## JOB SPECIFICATION

POSITION:	PEOPLE & CULTURE, PROJECT MANAGER (Project-based)
REPORTS TO:	Midsumma Chief Executive
DIRECT REPORTS:	n/a
LOCATION :	MIDSUMMA FESTIVAL OFFICE (Currently 158 City Road, Southbank VIC)
POSITION TYPE:	FULL TIME FIXED TERM 12 MONTH PROJECT CONTRACT (Midsumma may be willing to consider a part-time .8 position for the right candidate)
LAST UPDATED:	May 2024

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### Midsumma

Based in Victoria, Midsumma Festival Inc (Midsumma) is Australia's premier LGBTQIA+ arts and cultural organisation, for and by communities who live with shared experiences around diverse gender and sexuality (DGS).

We are a **champion** of LGBTQIA+ cultures, conversations and events. We promote, develop and celebrate LGBTQIA+ **arts and culture**. We are **the intersection between** people, creative ideas, stories and experiences - a focal point for connections and **belonging**. We **strengthen cultural voices** of our communities and broaden the language of our allies. We **create** inclusive **safe** cultural and social **spaces**. Platforms for shared experience in a world that often underrepresents us. We **increase visibility** and **amplify voices** that might otherwise not be seen or heard.

With strategic focuses that include intersectional communities such as First Nations, disability, culturally and linguistically diverse communities, diverse families, and seniors, Midsumma engages with broad communities across all age ranges, cultural demographics, faiths and identities - truly representing inclusion and diversity in all its forms. Midsumma plays a vital role in the life of the many varied creative communities with whom we regularly engage.

Although the primary three-week festival is held in summer each year, Midsumma works year-round to provide artists and community members with support and development opportunities, to create, present, promote their work and develop sustainable arts careers through mentorship programs. Midsumma is recognised nationally as one of Australia's largest LGBTQIA+ arts presenters but we do this from a very small organisation with lean resources.

Midsumma brings a diverse mix of artists, performers, communities, and audiences together for development of innovative queer arts and culture. The diverse annual festival program is made up of a wide range of events and activities, including visual art, theatre, spoken word, cabaret, film, live music, parties, sports, social events and public forums.

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## Job Summary

The diversity of LGBTQIA+ communities and the stakeholders we work with means that Midsumma is often in the midst of vastly different and often conflicting community expectations, live experiences, and needs, which can place staff, volunteers in complex situations. We are often dealing with marginalised and sometimes traumatised communities due to external factors.

Midsumma has identified a need to scope current HR practices and future needs, to better support our staff, volunteers and mentorship participants in ensuring a culturally safe workspace regardless of age, identity, disability, faith or culture.

We seek an enthusiast and skilled HR professional to lead a comprehensive 12 month project to support Midsumma in addressing current needs and to build organisational capacity for the future. Key outcomes of the project are:

- Undertake an Audit of the current HR practices
- Propose, implement and lead the identified solutions to address issues within the current HR systems and processes
- Develop and implement an innovative development program (including the planning of associated tools and training), all while taking into account the diverse intersectional communities within which we navigate, as Midsumma works proactively towards being an arts organisation and festival for all our communities, regardless of age, culture, faith, identity, disability, or geographical location
- Develop Midsumma's capacity to better support and maximise its available human resources, utilising best practices in staff management and well-being so that we can thrive as a leadership community arts organisation working across diverse and often divisive LGBTQIA+ communities.

## Key working relationships

The position will lead a crucial and timely project, investing in our staff, volunteers and artists that make up the immediate Midsumma community. The role will be a member of the Midsumma leadership team.

On a day-to-day basis, the position will work most closely with the Midsumma Chief Executive and Finance and Administration Manager, departmental managers and other members of Midsumma's leadership team.

The role involves developing and maintaining positive relationships with a wide range of key stakeholders, including staff and volunteers, and may also engage with representatives of local artists involved directly in our current programs within partner delivery to best understand and prepare retargeted support for our staff and volunteers in these areas.

## Key Responsibilities Include:

### Leadership and Team Management:

- Recruitment of team members to meet the needs of the business;
- Work with Leadership Team and create and update seasonal job descriptions; and
- Develop and implement training to support the development of the Leadership Team and department managers people leadership skills

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**Risk Management:**

- Ensure suitable qualified and skilled team members are engaged to undertake all work for and on behalf of Midsumma

**Strategic Contributions:**

- Identify current needs and build organisational capacity for the future

**Team Culture:**

- Foster a positive work culture and motivated team through open and effective communication; and
- Work closely with the CEO, Program Manager, Marketing Manager, other members of the Leadership Team and department managers to ensure best practice in HR functions to ensure a positive team culture and inclusive workplace.

**Key Accountabilities**

- Scope current organisational needs and prepare an overall 12-month project plan with KPI's for discussion and approval, which takes into account the changing generational workforce needs and complexities surrounding an increasingly diverse workforce;
- Develop and implement agreed HR and capacity-building strategies and initiatives aligned with the overall organisational five-year strategic plan, which addresses immediate requirements and also identifies and develops systems, processes, and tools that build organisational capacity for the longer term;
- Assess needs and develop targeted professional development and direct support programs for existing staff, volunteers and LGBTQIA+ artists with whom we work most closely, to assist and support relevant staff in addressing external community lateral violence;
- Development professional development aimed at building departmental managers' capability regarding staff management;
- Play a crucial role in Midsumma becoming a better equipped and resilient organisation who can play an increased leadership role in meeting diverse and often conflicting community expectations;
- Bridge management and employee relations by addressing concerns, grievances, or other identified issues;
- Research and make recommendations related to workforce planning for the period of the organisation's current strategic plan and strategies to retain or secure high-quality talent where appropriate;
- Support current and future business needs through developing, engaging, motivating, and preserving human resources (staff, volunteers, mentorship participants and community partners);
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organisation;
- Oversee and implement a performance appraisal system that drives high performance while meeting organisational values and community outreach needs;
- Ensure a system is in place for legal compliance throughout human resource management;
- Promote a positive and inclusive work environment that supports diversity and inclusion;
- Lead initiatives that foster a vibrant, healthy, and inclusive organisational culture; and
- Utilise all available resources most effectively and efficiently possible.

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## **PERSON SPECIFICATION Key required competencies**

- Proven working experience as an HR Manager or other HR Executive, preferably with proven experience in a community not-for-profit or arts-related organisation.
- Excellent communication skills (written and verbal)
- Ability to think laterally and a collaborative, constructive, flexible and creative approach to solving problems.
- People-oriented and results-driven.
- Knowledge of the complexities of diverse and intersectional community-based organisations and communities
- Demonstrable experience with HR metrics.
- Proven ability to develop systems, processes and tools and achieve agreed outcomes within a specific timeframe.
- Knowledge of HR systems.
- Ability to architect strategy along with leadership skills and a collaborative attitude.
- Excellent active listening, negotiation, and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the organisation and with diverse internal and external stakeholders.
- In-depth knowledge of industrial law/current legislation and HR best practices.
- Demonstrated respect and empathy for members of diverse communities, the arts, and, particularly, knowledge of diverse LGBTQIA+ / DGS communities.
- An understanding of trauma-informed practice would be highly desirable.

### **What We Offer:**

- The opportunity to be part of a vibrant and mission-driven organisation working across broad diversity and inclusion areas of HR.
- A supportive, inclusive, and collaborative work environment.
- A hybrid working arrangement is possible on a 3-day on-site and 2-day WFH basis.

### **Salary:**

Midsumma has budgeted between \$110,000 and \$150,000 for this project, and the final salary range will be negotiated with the successful candidate based on the project's final scope, candidate experience, and agreed project outcomes.