

<b>Role:</b>	<b>Program Coordinator – Artist Development Programs.</b>
<b>Purpose of role:</b>	<p>Midsumma Festival Inc (Midsumma) is Australia's leading LGBTQIA+ arts and cultural organisation. We are a champion of queer cultures, conversations and events. With the primary festival held in summer each year, we work year-round to support artists to develop, create, present and promote their work. Working with disability communities is a strategic priority for Midsumma and this programming role will have a critical focus in this area though not exclusively.</p> <p>Working closely with the Midsumma's Program Manager, the <b>Program Coordinator – Artist Development</b>, in consultation with other Midsumma staff and external consultants, is responsible for the effective delivery of Midsumma's mentorship programs, with a primary focus on Pathways: mentoring and workshop program for up to 10 LGBTQIA+ artists each year, living with disability (2 x nine month programs running in 2021/22, and 2022/23) The program will also coordinate Future's early career mentorship programs for LGBTQIA+ artists and artworkers working closely with the Midsumma Program Manager (dates tbc)</p> <p>The <b>Program Coordinator – Artist Development</b> will also be responsible for assisting with other event and artist and event programming requirements during and in the lead up to the key festival periods each year.</p> <p>The role is a full-time fixed term project-based contract related to the delivery of selected Midsumma artist development programs.</p>
<b>Reporting line:</b>	<ul style="list-style-type: none"> <li>• Program Manager</li> </ul>
<b>Key interfaces:</b>	<ul style="list-style-type: none"> <li>• Finance and Office Manager</li> <li>• Artists LGBTQIA+ communities</li> <li>• Disability networks and partner organisations</li> <li>• Funding bodies</li> <li>• Chief Executive</li> <li>• Marketing and Communications Manager</li> <li>• Midsumma staff</li> <li>• Consultants, Mentors and Workshop leaders</li> <li>• Contractors</li> <li>• Festival network of partners</li> </ul>
<b>Specific accountabilities and tasks:</b>	<p><b>Coordination of Midsumma Pathways (LGBTIQA+ Disability focused, artist development project)</b></p> <ul style="list-style-type: none"> <li>• Coordinate public call-outs for applicants and arrange peer-led assessment processes each year.</li> <li>• Ensure development and implementation of Pathways program that maximises developmental opportunities for artistic members of LGBTQIA+ disability communities in line with project objectives as funded and organisational priorities.</li> <li>• Provide comprehensive support and artistic guidance for selected disability participants of Pathways mentorship program each year.</li> <li>• Work with participants and industry networks to identify suitable professional industry mentors and workshop leaders that meet the needs of project participants and explore artistic development within LGBTQIA+ and disability cultures.</li> <li>• Liaise with the programs key funding body representatives and coordinate all reporting requirements to meet obligations. Ensure that all monitoring and evaluation requirements as set by external funding bodies are met and the program is acquitted in a timely manner.</li> <li>• Working within the parameters of the broader Midsumma Program, and in close consultation with the Program Manager, coordinate production and logistical needs for workshops, including all liaison with speakers, industry representatives, venues, catering and travel/accommodation arrangements</li> <li>• Develop and maintain a schedule for the efficient Program management of Midsumma Pathways and oversee delivery of all workshops and mentorships</li> <li>• Oversee day to day management of the Pathways project budget.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with the Midsumma Program Manager to develop and facilitate any connections between Pathways and the annual Midsumma Festival each year, or with any other Midsumma programming activities where relevant.</li> <li>• Ensure timely delivery of Midsumma Pathways, in line with agreed project parameters.</li> <li>• Ensure timely communication with program participants.</li> <li>• Develop and maintain a sound relationship with external mentors, and key partner organisations.</li> <li>• With the Program Manager coordinate the distribution, negotiation and signing of all mentor contracts.</li> </ul> <p><b>Coordination of Midsumma Future's mentorship program</b></p> <ul style="list-style-type: none"> <li>• Coordinate public callouts for applicants and arrange peer-led assessment processes as applicable.</li> <li>• Ensure development and implementation of Future's program that maximises developmental opportunities for LGBTQIA+ artists and artworkers in line with project objectives.</li> <li>• Provide support and artistic guidance for selected participants of Future's mentorship program each year.</li> <li>• Work with participants and industry networks to identify suitable professional mentors and workshop leaders that meet the needs of project participants and explore artistic development within LGBTQIA+ cultures.</li> <li>• Working within the parameters of the broader Midsumma Program, and in close consultation with the Program Manager, coordinate production and logistical needs for workshops, including all liaison with speakers, industry representatives, venues, catering and travel/accommodation arrangements</li> <li>• Develop and maintain a schedule for the efficient program management of Midsumma Future's and oversee delivery of all workshops and mentorships</li> <li>• Work with the Midsumma Program Manager to develop and facilitate any connections between Future's and the annual Midsumma Festival each year, or with any other Midsumma programming activities where relevant.</li> <li>• Ensure timely delivery of Midsumma Future's, in line with agreed project parameters.</li> <li>• Ensure timely communication with program participants.</li> <li>• Develop and maintain a sound relationship with external mentors, and key partner organisations.</li> <li>• Oversee day to day management of the Futures project budget.</li> <li>• With the Program Manager coordinate the distribution, negotiation and signing of all mentor contracts.</li> <li>• Assist with ensuring that all monitoring and evaluation requirements as set by any external funding bodies are met and the program is acquitted in a timely manner.</li> </ul> <p><b>Artistic and Development Programming</b></p> <ul style="list-style-type: none"> <li>• Assist with the artistic programming associated with the delivery of other Midsumma development programs, festival artistic programming and festival planning and delivery.</li> </ul> <p><b>Financial Coordination</b></p> <ul style="list-style-type: none"> <li>• Collate all invoices for both programs for approval and timely payment within relevant agreed program budgets</li> <li>• Work closely with the Program Manager to forecast budget expenditure to account for project changes</li> <li>• Work within the organisation's financial systems, policies and procedures.</li> </ul>
<b>Key competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrated interest in LGBTQIA+ arts and culture</li> <li>• Demonstrated interest and experience with disability communities /arts.</li> <li>• Demonstrated leadership qualities in driving results and building/maintaining relationships</li> <li>• Proven project management and project/event delivery skills</li> <li>• Knowledge of professional development frameworks / artist development needs and how to meet them.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communication skills and the ability to liaise and manage a diverse range of people of varying skill sets, including volunteers, artists and stakeholders.</li> <li>• Ability to work as a vibrant and contributing member of a small creative team.</li> <li>• Ability to explore new ways of doing things and provide workable ideas and suggestions.</li> <li>• Ability to manage significant workloads during peak program periods and work under pressure to meet program delivery and deadlines</li> </ul>
<b>Experience and qualifications:</b>	<ul style="list-style-type: none"> <li>• Arts administration or arts project management</li> <li>• Degree in Arts, Arts Administration or Community Development, Project Management, Disability sector, or equivalent workplace experience</li> <li>• Excellent administration skills, with a focus on commercial acumen, planning and organising and attention to detail</li> <li>• Clear communication skills with key stakeholders, and peers</li> <li>• Demonstrated project management skills and the ability to self manage and prioritise an array of tasks of varying complexity.</li> <li>• A passion for access and inclusion, including for LGBTQIA+ peoples as well as people living with disability</li> <li>• Awareness of LGBTQIA+ communities and intersecting cultures</li> <li>• Previous experience with people living with disability will be highly regarded</li> <li>• Drivers licence is not essential but will be advantageous.</li> </ul> <p>Candidates who identify as LGBTQIA+ and/or as living with disability are strongly encouraged to apply.</p>
<b>Remuneration</b>	\$63,000 p.a excluding superannuation.
<b>Position</b>	<ul style="list-style-type: none"> <li>• 2-year fixed term contract. Full-time but .8 may be considered for the right experienced candidate.</li> <li>• Flexible workplace arrangements may be considered on request providing organisational and project needs can be met.</li> <li>• Due to the nature of event delivery, working hours outside of core business operating times (evenings and weekends) will be required during the core delivery periods and for limited lead-up events, workshops, functions and meetings.</li> <li>• The role will combine both administrative and physical project delivery requirements.</li> <li>• The position will receive four weeks' annual leave and 10 days p.a. sick / personal leave</li> <li>• The salary takes into account additional working hours during event delivery periods and no overtime or penalties shall be payable. Time off in lieu may be negotiated at the discretion of the Chief Executive.</li> </ul>
<b>Location</b>	Midsumma Festival Office, Currently - Ground Floor, 77 Southbank Boulevard, Southbank, Victoria, 3006
<b>How to apply</b>	<p>Email your resume and cover letter to <a href="mailto:applications@midsumma.org.au">applications@midsumma.org.au</a> by <b>5pm, Friday 23 July 2021</b> using the subject line: <b>Program Coordinator – Artist Development application.</b></p> <p>Please respond to the following questions in your cover letter along with addressing the key competencies and experience/qualifications outlined above:</p> <ul style="list-style-type: none"> <li>• Why have you applied for this position and how can you add value to the delivery of Midsumma Artist Development programs and in particular Midsumma Pathways?</li> <li>• Which position(s) on your resume and experience/skills demonstrated has best equipped you for working in a LGBTQIA+ arts and cultural organisation and with disabled artists/artworkers within Midsumma Pathways mentorship program</li> </ul> <p>Enquiries can be made to <a href="mailto:applications@midsumma.org.au">applications@midsumma.org.au</a> or 03 9296 6600</p>
<b>Last updated</b>	June 2021



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