



## POSITION DESCRIPTION

<b>POSITION:</b>	<b>EVENT PROJECT MANAGER (Project based)</b>
<b>REPORTS TO:</b>	<b>CHIEF EXECUTIVE, MIDSUMMA FESTIVAL</b>
<b>DIRECT REPORTS:</b>	<b>EVENT PROJECT PRODUCTION MANAGER and PROJECT STAFF</b>
<b>LOCATION:</b>	<b>MIDSUMMA FESTIVAL OFFICE (Currently 77 Southbank Boulevard, Southbank VIC)</b>
<b>POSITION TYPE:</b>	<b>SHORT TERM FIXED TERM CONTRACT (June to early December 2021)</b>
<b>LAST UPDATED:</b>	<b>APRIL 2021</b>

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### Job Summary

This senior creative role has responsibility for all aspects of program content coordination and overseeing the completion of event delivery requirements for a one-day event/street party in early December 2021 to celebrate the 40<sup>th</sup> anniversary of the decriminalisation of homosexuality in Victoria.

The role requires an experienced, outgoing, enthusiastic, passionate and dedicated person with broad event planning and management experience and good stakeholder/consultation management skills to work with a diverse range of project partners.

### Key working relationships

On a day to day basis the position will work most closely with the Midsumma's Chief Executive, and dedicated project production and marketing staff members.

### Key functions of the role

#### PROGRAM DEVELOPMENT

- Develop and implement an innovative program of activities for the day
- Attend meetings with artists, companies and relevant festival partners as required to develop and deliver the content for the day's activities and any agreed lead up or legacy activities.
- Work with artists groups to maximize programming outcomes and community participation.
- Liaise with relevant local council and local groups to maximize engagement and ensure some level of regional/statewide engagement participation.
- Manage the projects budget in close consultation with the Chief Executive of Midsumma Festival.
- Ensure all event permit requirements are met.
- Work closely with the projects Production Manager on all aspects of the proposed program.
- Collate all reporting requirements for the project.
- Assist with recruitment and where relevant management of short casual project staff.



## PERSON SPECIFICATION

### Key required competencies

- Proven project management for events of scale.
- Knowledge of contemporary queer arts practice / aesthetics
- Excellent demonstrated communication skills (written and verbal).
- Demonstrated attention to detail, commitment to accuracy, and ability to manage multiple tasks within agreed deadlines.
- Ability to think laterally and collaboratively.
- 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
- Demonstrated respect and empathy for members of diverse communities, in particular members of LGBTQIA+ / DGS communities.
- A collaborative and flexible working style and commitment to broad organisational values and objectives.

<b>Employment Conditions:</b>	<ul style="list-style-type: none"><li>• Full time position starting early June and working through to early/mid December 2021 (Approx. 6 months). A fixed term contract will be offered. Full time equivalent approx. \$75,000p.a. Some flexibility may exist.</li><li>• The position will receive the pro rata equivalent of four weeks' annual leave and pro rata 10 days sick / personal leave</li><li>• 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.</li><li>• 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.</li></ul>
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**All applications must address the job description and provide details of previous event project management experience from a programming point of view.** For other information and support materials about this role and Midsumma or for any further information please contact [applications@midsumma.org.au](mailto:applications@midsumma.org.au) or visit [midsumma.org.au/work-with-us](https://midsumma.org.au/work-with-us)

Applications close **5pm 27 April 2021** and should be sent to [applications@midsumma.org.au](mailto:applications@midsumma.org.au)

### MIDSUMMA VALUES

- *We promote, develop and celebrate queer **arts and culture**.*



- We **strengthen cultural voices** of our communities and broaden the language of our allies.
- We **share stories**.
- We **create** inclusive **safe** cultural **spaces**. Platforms for shared experience in a world which often under represents us. We value diversity and we embrace difference.
- We **increase visibility**, and **amplify voices** that might otherwise not be 'seen' or 'heard'.
- We bring **audiences** and **artists** together.
- We seek to better understand our own experiences and those of our communities within a broader **local, national and international** queer context.
- We are outward focused, we engage externally. We **seek new perspectives** and paradigms; yet never forget the value of our past.
- We offer time, place and space for our communities and allies to engage.
- We are **committed to** a culture of shared responsibility.
- We are a **cultural connector** and **influencer**.
- We are a **change-maker**
- We are **the intersection between** people, ideas, stories and experiences. We are a focal point for **connections** and **belonging**.
- We are a **learning organisation**, one that is constantly asking questions (and never expecting to have all the answers). We learn and coach and support others in their learning.
- We are **constantly evolving**; we are active. Progression and development lies at our core.
- We collaborate and **champion collaboration**.
- We **embrace and applaud** courage.
- We have the confidence to **imagine positive futures**; and to challenge, inspire and take risks in pursuit of these.
- We lead conversations and we listen. Thought and cultural **leadership** is a driving philosophy behind our actions.
- We are **aspirational**.
- We are **globally relevant** and **connected**.