



## JOB SPECIFICATION

POSITION:	FINANCE AND ADMINISTRATIVE MANAGER
REPORTS TO:	CHIEF EXECUTIVE
DIRECT REPORTS:	ADMINISTRATIVE ASSISTANT (.5), INTERNS & VOLUNTEERS WHERE APPLICABLE
LOCATION:	MIDSUMMA FESTIVAL OFFICE (Currently 77 Southbank Boulevard, Southbank)
POSITION TYPE:	FULL TIME CONTRACT
LAST UPDATED:	APRIL 2021

---

### Midsumma

Midsumma Festival Inc (Midsumma) is Victoria's premier LGBTQIA+ cultural festival, 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, 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 which often under represents us. We **increase visibility** and **amplify voices** that might otherwise not be seen or heard.

Although the primary three-week festival is held in summer each year, Midsumma works year-round to provide artists, social-changers and culture-makers with support and development projects, to create, present and promote their work.

Midsumma is recognised nationally as one of Australia's largest LGBTQIA+ arts organisations, our annual festival features up to 190 events each year in over 100 different venues across Melbourne and wider Victoria, to audiences of approximately 265,000 each year. Current turnover is \$1.7M p.a.

Midsumma Festival brings a diverse mix of artists, performers, communities and audiences together under a single umbrella 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, parties, sport, social events and public forums.

### Job Summary

This senior role is the day to day Finance and Administrative Manager for the Midsumma Festival and is responsible for the coordination and day to day smooth running of the festival's finance / business management and administrative environment to best support the Chief Executive and Board to meet the artistic and cultural vision and objectives of the Festival in a progressive and sustainable way.

---

Such support is critical in the lead up to, throughout festival delivery and during evaluation and planning processes for each festival as well as for a range of development projects held throughout the year. The position is responsible for all areas of general business and administrative management of the organisation and requires a proactive approach to analysis of past and current trends leading to comprehensive forecasting of business options for the future. The role is responsible for the operations of all administrative governance processes, the accounting systems, up to date financial forecasting and general reporting to funding / governance bodies, general office administrative systems and processes including policies and HR, IT and communications systems (ICT) and ensuring that all external governance requirements are met by the organisation in a timely fashion. Instrumental to the role is the ability to assess, maintain, and where practical develop and implement systems and processes that are consistent with budgetary, corporate governance and reporting requirements, the Festival's Strategic Overview and general operational requirements.

The role will support operational delivery of the festival alongside all staff of Midsumma Festival.

The role requires an enthusiastic, supportive, highly organised person who works well as part of a team and can also function autonomously to ensure required tasks are met without specific task direction. As part of a committed but small team the role is a hands-on delivery position crucial to the success of Midsumma Festival and the ability of the festival to achieve its potential. Broad involvement/participation in Festival events by all Midsumma staff is crucial to ensure a cohesive positive team environment for all.

### **Key working relationships**

The position reports to the Chief Executive and will also work closely with the Treasurer and Secretary of the Board of Midsumma in order to ensure monthly and yearly governance reporting requirements are met.

The position will be a crucial member of the Midsumma delivery team. Critical internal relationships exist with all staff who manage budgets or implement key processes and functions of the festival's, administrative, HR or Information, Communications and Technologies (ICT) procedures. As such the role will work closely on a weekly basis with all operational staff of the festival including: Program Manager, Marketing Manager, Production & Operations Manager, Ticketing Coordinator, Volunteers Coordinator, interns and volunteers.

The role involves developing and maintaining proactive positive relationships with a wide range of key Festival stakeholders including finance staff at Creative Victoria and other relevant Government Departments or funding authorities, patrons, sponsors, venues, presenting partners, stallholders, and supporters across all Festival activity.

### **Key functions of the role**

- Develop and coordinate all elements of the festival's financial management systems and processes and all aspects of business management including strategic analysis of current and potential future business performance, forecasting and developing, monitoring of cash flow, and presenting and implementing strategies that assist the CEO and to Board to maximise the resources of the Midsumma Festival Inc. in a sustainable way over the long term.
- Develop, improve, implement and coordinate the festivals administrative systems and processes including record keeping, IT and communication systems.
- Identify all legislation (relevant to the finance and administrative requirements of Midsumma Festival) and comply with legislation, obtaining necessary approvals and ensuring compliance with required government reporting as required.
- Coordinate all elements of the Festival's Information Communications and Technologies (ICT) infrastructure and processes.
- Coordinate all administrative elements of the Festival's HR processes.
- In collaboration with the Chief Executive, develop and maintain relationships with key funding bodies from a finance and administrative reporting perspective to maximise financial and

---

positioning outcomes for the Midsumma Festival Inc. as well as administrative coordination of preparation and submission of funding applications and funding reports.

- In close consultation with the Chief Executive, coordinate and maintain relevant documentation of the festival's policy and procedures processes and associated reporting to the Board or relevant Government departments as required to ensure that required and agreed administrative governance processes are adhered to in a timely fashion.

### **Key accountabilities**

- To provide detailed advice to the Chief Executive in respect of Midsumma business management, financial and administrative practises, past, present and potential future.
- Develop and propose multiyear financial and administrative plans, taking into account all known internal and external environmental factors, to best place Midsumma Festival Inc. to meet its artistic, cultural and business objectives over the short, mid and long term.
- Work closely with the Chief Executive to identify and implement business planning projects as they arise.
- Assist with preparation and submission of funding applications and coordinate report requirements to funding bodies.
- In keeping with best practice accounting principles, develop and maintain systems and records for all purchases, payments of supplier accounts and contract fees, raising of invoices and receipting and banking of income.
- Monthly financial and accounting process with internal reporting for management decision making prepared.
- Ensure fortnightly payroll is completed efficiently and accurately.
- Ensure Midsumma's compliance requirements are met including GST, PAYG, FBT, ACNC, Insurance and any other Federal and state compliance which arises.
- Prepare monthly Financial Board report and attend monthly Board meetings where required and appropriate.
- Maintain strong relationships with key internal and external stakeholders; Treasurer, auditors, Bank etc.
- Monitor and manage cash flow requirements of the Festival.
- Identify and implement relevant Information Communications and Technology (ICT) systems for Midsumma, and ensure all staff are across their use and function.
- Maintain Midsumma's asset register.
- Maintain and develop Midsumma policies in close working relationship with the Chief Executive.
- Provide relevant financial and accounting training to peers and reports as required.
- Ensure collation of all information and statistical data to assist with post festival evaluations and acquittal reports.
- Attending staff meetings.
- Attend and participate in Midsumma events.

### **PERSON SPECIFICATION**

#### **Key required competencies**

- Relevant professional qualifications and 5 years demonstrated relevant experience.
- Demonstrated people management skills and experience in dealing positively with a wide range of people and stakeholders.
- Excellent demonstrated communication skills (written and verbal).
- Demonstrated analytical, conceptual and problem-solving skills, particularly as they relate to the budget review process, policy and procedural development.
- Strong computer literacy including demonstrated experience in accounting packages (Xero highly regarded) and Microsoft Office with a specific emphasis on Word and Excel.
- A collaborative and flexible working style and commitment to positive organisational values and

---

objectives, with a demonstrated commitment to equality.

- Arts, festival's / events or NFP experience will be highly regarded

<b>Employment Conditions:</b>	<ul style="list-style-type: none"><li>• Initial fixed 3 year term contract, salary range between approx. \$75 to \$83k p.a. plus super depending upon successful applicant's experience and therefore ability to meet full scope of role.</li><li>• Superannuation will be paid in addition to wage at legislative levels.</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, functions and board meetings.</li><li>• The position will receive the pro rata equivalent of four weeks' annual leave and sick / personal leave pro rata, calculated upon 10 days' sick leave per year for a full time position.</li><li>• The salary level takes into account additional working hours during both critical busy administrative periods and event delivery periods and no overtime or penalties shall be payable. Time off in lieu can be negotiated at the discretion of the Chief Executive.</li></ul>
-------------------------------	---

Midsumma is an equal Opportunity Employer who values diversity in the workplace, we encourage members and allies of our community to apply.

All applications must address requirements of the job description. For any other support materials about Midsumma, or for any further information on the role or organisation please contact [karen@midsumma.org.au](mailto:karen@midsumma.org.au)

Applications close **5pm Friday 14th May 2021.**