

POSITION DESCRIPTION

Position Title	Festival Administration Coordinator
Employer	Midsumma Festival Inc.
Reports To	Finance & Administration Manager or delegate
Position Type	2-Year Fixed Term Contract
Remuneration	Salary: \$68,000 – \$74,000 (negotiable based on experience) 12% superannuation
Employment Details	Full-time, 76 hours per fortnight.
Location	Midsumma Festival Office (Level 6, 168 Lonsdale Street, Melbourne Victoria), & event locations as required by the Festival.
Position Reports	Summer Work Placements and Volunteers where applicable.
Commencement Date	July 2026

Midsumma Festival is one of Australia’s premier LGBTQIA+ cultural arts organisations and festivals, for and by communities who live with shared experiences around diverse gender and sexuality. Midsumma Festival works year-round to provide artists with support, to develop, create, present and promote their work with its primary activity being an annual multi arts Festival presented over three weeks (approx. 22 days) during January/February each year.

Role summary:

This role suits someone who thrives in a fast-paced, collaborative creative environment and is passionate about community-centred arts and cultural events. The successful candidate will bring strong organisational skills and a commitment to providing high-quality administrative support across the Festival, ensuring tasks are completed efficiently and nothing is overlooked. They will be outgoing, enthusiastic and committed to planning, coordinating and delivering a broad range of administrative and logistical activities for Midsumma.

As a key role within our small but skilled team, this administrative and logistical role is responsible for assisting in the day-to-day smooth running of Midsumma Festival office year-round, as well as assisting with the coordination of meetings, forums, information sessions, and events as may be required in the preparation and delivery across all Festival activities. The role works closely with the Finance and Administration Manager on administrative systems and processes, general communications (phone, office and email).

In addition, the role plays a critical part in assisting event logistics across our event delivery and is responsible for coordinating march registration and community group participation for Midsumma Pride March.

The role works across a broad range of office disciplines including but not limited to:

- Stakeholder and general enquiries
- Customer service
- Administration of the Festival’s Microsoft 365 ecosystem
- Audience and community engagement
- Administrative event coordination, including those related to the annual Pride March registrations
- General office support and correspondence
- Database management (Customer Relations Management systems)
- Managing office supplies and facilities management assistance
- Diverse cultures and community engagement

Key working relationships

The position is a crucial member of the Midsumma Festival delivery team. On a day-to-day basis the position will work most closely with Midsumma's Finance and Administration Manager as well as with the Chief Executive and Head of Marketing, Communications and Partnerships Manager but will also work closely with the Festival's delivery team – Head of Production and Operations, Head of Programming, Volunteer Coordinator, Ticketing Manager, marketing staff, summer work placements and volunteers.

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

Key Accountabilities:

i. Administration, HR Support and Office Management:

- The primary first contact for enquiries from community members, artists, stallholders, food vendors, stakeholders, volunteers and the general public in the lead up to, during and after the Festival.
- Manage incoming phone calls and Midsumma's email inbox.
- Assist the Finance and Administration Manager to coordinate receipt, distribution and response for general correspondence.
- Assist the Finance and Administration Manager to coordinate financial administration including invoicing and invoice processing.
- Develop and maintain effective administrative systems, processes and procedures to ensure the smooth and efficient running of a busy creative office environment.
- Provide administrative support and executive assistance.
- Support HR administration including onboarding and staff communications.
- Maintenance of administrative contact lists and CRM systems, ensuring all are backed up and kept up to date.
- Coordinate requirements for meetings including scheduling attendances, booking of venues, and distribution of agendas, meeting papers and action lists/minutes as required.
- Coordinate allocated areas at Midsumma produced events, and providing de-brief notes for post event analysis where agreed.
- Coordination of invitation lists for key VIPs and associated liaison and protocols required for Ministerial invitations etc.
- Coordinate requirements for general maintenance or repairs for office equipment and purchase of office supplies.
- Undertaking minor research tasks as required, including identifying and collating information for reports or responses.

ii. Event Coordination – Pride March:

- Coordinate registrations for Pride March participation and communication of key Pride March requirements in the lead up to the event and on the day.
- Project manage the Pride March participants onboarding and march order.
- Community engagement with the various groups who enter the Pride March.
- In close collaboration with the Volunteers Coordinator, provide administrative support to volunteer recruitment, induction, training, scheduling and coordination, with a particular focus on Midsumma Pride March.

iii. **General Responsibilities:**

- Under the direction of the Finance & Administration Manager, ensure all financial and administrative elements within this role are managed within agreed Midsumma policies, procedures, delegations and purchasing policies.
- Be familiar with and adhere to all Midsumma policies and procedures including recruitment, induction, performance management and WHS requirements.
- Attend and participate in weekly staff meetings and be available for monthly Board meetings as required, providing written reports as appropriate.
- Develop and maintain positive relationships with all stakeholders, actively engaging with diverse cultures and communities to support broad arts access and inclusion.
- Work closely with all Festival staff to identify and maximise cohesive opportunities across Midsumma's year-round program in a holistic way.
- Participate in evaluation and continuous improvement processes that support Midsumma's organisational culture as a positive, proactive learning organisation.
- Utilise all available resources in the most effective and efficient manner possible.
- Collate all relevant statistical information, data and trends to support post-Festival evaluations and acquittal reports.
- Participate as a positive member of the Festival team across all Midsumma events.

PERSON SPECIFICATION

Key required competencies

- Excellent communication skills, both written and verbal.
- Ability to work efficiently and calmly under pressure in a busy environment.
- Discretion, confidence, tact and impartiality.
- Excellent organisational and time management skills with demonstrated ability to prioritise tasks and meet tight deadlines.
- Attention to detail and a methodical commitment to accuracy
- Proficiency in the administration of the Microsoft 365 ecosystem including user management and supporting staff with training and trouble shooting.
- Proficiency in using Microsoft 365 including Excel, Word, Teams, SharePoint and 3rd party applications such as Jot Form and Campaign Monitor and ticketing software such as Red61. Experience with using a finance package such as Xero will be highly regarded.
- Experience using project management or scheduling tools (e.g. Airtable, Trello) would be advantageous.
- Must be confident and have a flexible approach to learning and developing new systems and processes.
- Proven experience in logistical planning for events of a large scale and events in an outdoor setting.
- Experience liaising with a range of stakeholders including community organisations, artists, council and event staff.
- Experience communicating with and working with a diverse range of people
- Ability to think laterally and maintain a calm manner in a fast paced or high-pressure environment.
- Demonstrated respect and empathy for members of diverse communities, in particular members of LGBTQIA+ communities.
- A collaborative and flexible working style and commitment to broad organisational values and objectives.
- Willingness to work in a festival cycle that involves work outside standard business hours.

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

Organisational Values:

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 underrepresents us. We value diversity and we embrace difference. We increase visibility and amplify voices that might otherwise not be seen or heard.

OH&S Statement:

Midsumma Festival is committed to providing and maintaining a safe and healthy working environment for all staff, volunteers, contractors and visitors. This commitment is in accordance with the organisation's values and the requirements of the various occupational health and safety Acts, associated regulations and codes of practice.