

Role:	Midsumma Pathways Coordinator
Purpose of role:	<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 Artist Development Manager, the Midsumma Pathways Coordinator, is responsible for supporting the effective delivery of Midsumma Pathways. Midsumma Pathways is a mentoring and workshop program for up to 12 LGBTQIA+ artists each year, living with disability (2 x nine-month programs running in 2021/22, and 2022/23).</p> <p>The Midsumma Pathways Coordinator may also be required to assist the Midsumma team at other event across the Midsumma Festival and through the year, as directed.</p> <p>The role is a part-time (1 x day per week) fixed term project-based contract related to the delivery of Midsumma Pathways.</p> <p><i>Candidates who identify as living with disability and/or LGBTQIA+ are strongly encouraged to apply.</i></p>
Reporting line:	<ul style="list-style-type: none"> • Artist Development Manager
Key interfaces:	<ul style="list-style-type: none"> • Finance and Office Manager • Artists LGBTQIA+ communities • Disability networks and partner organisations • Funding bodies • Chief Executive • Program Manager • Marketing and Communications Manager • Midsumma staff • Consultants, Mentors and Workshop leaders • Contractors • Festival network of partners
Specific accountabilities and tasks:	<p><i>Coordination of Midsumma Pathways (LGBTQIA+ Disability focused, artist development project)</i></p> <ul style="list-style-type: none"> • Support the co-design principles for programming and delivery of Midsumma Pathways. • Provide administrative and producing support for the Artist Development Manager. • Coordinate public callouts for Pathways applicants and arrange peer-led assessment processes each year. • Provide support to selected participants of the Pathways mentorship program each year. • Work with the Artist Development Manager, Pathways 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. • In close consultation with the Artist Development Manager, coordinate production and logistical needs for workshops, including liaison with presenters, industry representatives, venues, catering and travel/accommodation arrangements as required. • Work with the Artist Development Manager and Midsumma Program Manager to develop and facilitate any connections between the Pathways program and the annual Midsumma Festival each year, or with any other Midsumma programming activities as required. • Support the timely delivery of Midsumma Pathways, in line with agreed project parameters.

	<ul style="list-style-type: none"> • Support timely communication with program participants. • Coordinate the distribution, negotiation and signing of all mentor contracts as directed by the Artist Development Manager. <p>Artistic and Development Programming</p> <ul style="list-style-type: none"> • Assist with the artistic programming associated with the delivery of other Midsumma development programs, festival artistic programming and festival planning and delivery.
Key competencies:	<ul style="list-style-type: none"> • Demonstrated interest in LGBTQIA+ arts and culture. • Demonstrated interest and experience with disability communities /arts. • Demonstrated leadership qualities in building/maintaining relationships. • Proven project/event delivery skills. • Excellent communication skills and the ability to liaise with a diverse range of people of varying skill sets, including volunteers, artists and stakeholders. • Willingness to work as a vibrant and contributing member of a small creative team. • Willingness to explore new ways of doing things and provide workable ideas and suggestions.
Experience and qualifications:	<ul style="list-style-type: none"> • Arts administration or arts project management workplace experience • Excellent administration skills, planning and organising and attention to detail • Clear communication skills • Demonstrated project management skills and the ability to self manage and prioritise an array of tasks of varying complexity. • A passion for access and inclusion, including for LGBTQIA+ peoples as well as people living with disability • Awareness of LGBTQIA+ communities and intersecting cultures • Previous experience with people living with disability will be highly regarded • Drivers licence is not essential but will be advantageous. <p>Candidates who identify as LGBTQIA+ and/or as living with disability are strongly encouraged to apply.</p>
Remuneration	\$60,000-\$70,000 p.a. pro rata (level dependent upon applicant relevant experience) PLUS superannuation at government legislative requirements
Position	<ul style="list-style-type: none"> • Fixed term contract. Part time 1 x day per week (7.6 hrs). • Flexible workplace arrangements may be considered on request providing organisational and project needs can be met. • 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. • The role will combine both administrative and physical project delivery requirements. • The position will receive the relevant part time equivalent (pro rata) of four weeks' annual leave equivalent for a full-time position. • The position will receive the relevant part time equivalent (pro rata) of 10 days sick / personal leave per annum equivalent for a full-time position. • 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 or delegate.
Location	Midsumma Festival Office, Currently - Ground Floor, 77 Southbank Boulevard, Southbank, Victoria, 3006
How to apply	<p>Email your resume and cover letter to applications@midsumma.org.au by 5pm, Friday 29 July 2022 using the subject line: <i>Midsumma Pathways Program Coordinator – Application.</i></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"> • Why have you applied for this position?

	<ul style="list-style-type: none">• 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? <p>Enquiries can be made to applications@midsumma.org.au</p>
Last updated	June 2022