



Position Description – Program Manager (parental leave cover)

Position Title:	Program Manager
Reports to:	Chief Executive / Creative Director
Direct Reports:	Programming Producers, Ticketing & Presenter Services Manager(s) Seasonal & Management (Shared with Marketing Manager), Aboriginal Engagement Coordinator (Seasonal), Programming Administrator (.5), Programming or Project Assistants, Where Applicable (Seasonal), Summer Placements & Volunteers.
Employment Type:	Fixed-term Contract (<i>Parental Leave Cover Full Time 6 Months – Approx. March to End of August 2026</i>) • Salary: \$90,000 – \$100,000 per annum (pro rata) plus superannuation
Key Relationships:	Chief Executive, Production & Operations Manager, Finance & Administration Manager, Marketing & Communications Manager, Volunteer Coordinator, Artists and Arts Organisations, LGBTQIA+ Communities, Local Government and Festival Partners.
Location:	Midsumma Office (CBD Melbourne) & Event Sites

LAST UPDATED: September 2025

About Midsumma

Based in Victoria, Midsumma is Australia's premier LGBTQIA+ arts organisation, fostering communities connected by Diverse Gender and Sexuality (DGS) experiences. We celebrate and promote LGBTQIA+ arts and culture, providing platforms for connection and belonging. Our strategic focus includes intersectional communities, such as First Nations, deaf, disabled, neurodiverse, culturally and linguistically diverse, diverse families, and seniors. As a developmental focused organisation, Midsumma works year-round to support artists and culture-makers, culminating each year in our annual three-week festival, featuring over 200 events across Melbourne and Victoria, engaging an audience of over 300,000.

Job Summary

This senior creative role has responsibility for all aspects of program content management required to deliver and profile the annual Midsumma Festival (inclusive of a Midsumma Presents arts program, Open Access program and agreed major events) and year-round nationally significant arts industry development initiatives.

The role is central to Midsumma's aspirations as an industry leadership organisation at the forefront of queer cultures nationally, proactively driving the development of professional queer arts and culture in Victoria and beyond.

The role requires an experienced, outgoing, enthusiastic, passionate and dedicated person with broad curatorial, program management, facilitation and presenting skills to undertake the planning, coordination and delivery of a wide range of activities for Midsumma and particularly its primary activity, the annual Midsumma Festival program undertaken in January/February each year. The role works closely with the Midsumma Chief Executive to develop Midsumma's position at the forefront of contemporary queer arts practice across all artforms.

The role coordinates and facilitates all aspects of the Midsumma Program including the major signature events of Midsumma Carnival and Midsumma Pride March alongside oversight of a broad ranging open access program and a program of Midsumma Presents events (curated and presented by Midsumma).

The role is crucial to the day-to-day running of developments of and implementation of the Midsumma Festival and year-round program.

The role works across a broad range of artistic and office disciplines including:

- Artist Engagement and coordination of artists, artworker's, producers and venues with regards to their inclusion within the open access program.
- Curatorial direction of a curated program of new works presented and produced by Midsumma, inclusive of development of artistic/presenting partnerships and associated artist / arts organisation engagement, coordination of artists, artworker's, producers and venues with regards to the development and presentation of new work.
- Diverse cultures and community engagement
- Planning, coordination and project management for year-round industry and artist development programs including artists mentorships and residency programs.
- Event Management for large scale outdoor events including Carnival (attended by up to 120,000 people each year), and the annual Pride March (in close collaboration with the Festival's Production & Operations Manager).
- Working closely with the Chief Executive as a senior staff member on strategic planning and development and positioning of the organisation.
- Coordination, in close collaboration with other Festival staff, of the development of program content for the festival program guide.
- Coordination, in collaboration with the CEO and Marketing Manager, of the festival program launch.
- Identification, scoping and development of future project ideas, with prospective partners, that better places Midsumma as an active contributor to the development of queer cultural footprint of Victoria and nationally.
- Liaison with funding bodies where appropriate and preparation of relevant art project funding applications.

Key Working Relationships

The position is a crucial and senior member of a committed Midsumma team and a member of the senior leadership team. On a day-to-day basis the position will work most closely with the Midsumma's Chief Executive, Head of Production & Operations, Head of Marketing, Communications & Fundraising and Deputy CEO, and producers, programming assistants, and

interns but will also work closely with the Festivals Ticketing / Presenter Services Manager and Coordinator, Website Coordinator, Volunteers Coordinator and volunteers.

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

Key Functions of the Role

Program Development

- Working closely with artists, producers and presenters, the Chief Executive, Deputy CEO and Head of Production & Operations to develop and implement an innovative annual program for the festival, including large scale signature events Pride March and Carnival and leadership on arts events year-round.
- Attend meetings with artists, companies and relevant festival partners as required to develop and facilitate the annual program development.
- Evaluation of artist and event registrations and working closely with the Ticketing & Producer Services Manager, Marketing & Communications Manager, Finance and Office Manager and Administrative Assistant to ensure delivery each year of a balanced program across curated and open access events, within required timelines.
- Curate, develop and project manage Midsumma presented /produced events including selection of venues and liaison with venues (including the Midsumma Art Prize and its showcase exhibition, and a call out to artists for new work to be presented in 2027/28).
- Develop a schedule of proposed festival events in a way that best maximises opportunities for Midsumma and all artists and audiences and identify potential clashes that might be problematic to maximise targeted audience engagement.
- Provide appropriate and timely information to other festival personnel. Ensure clear internal communication strategies are in place and delivered regarding program and project delivery development.
- Work closely with the festivals Head of Production & Operations on all aspects of the proposed program.
- Working closely with the Head of Marketing, Communications and Fundraising and Deputy CEO, to coordinate development of artists/event information for the festival program guide, and online program content year-round where relevant to the program, including a call out for new work.
- Forecast and prepare budgets for specific projects and special events where agreed and assist the Chief Executive and Head of Production & Operations in the finalisation of required costing requirements where relevant.
- In conjunction with the Chief Executive and Finance Manager create, monitor and manage relevant programming revenue and expenditure budgets, authorise expenditure against approved budgets within delegations, and ensure that all financial and administrative elements are managed within agreed Festival policies and procedures.
- Prepare information for, and where appropriate attend board meetings to update board members of development of curatorial and artistic direction and particular key programming elements.
- Develop and maintain effective administrative systems and processes to facilitate smooth running of the festival and effective and efficient communication across the entire Festival team.
- In consultation and working collaboratively with all members of the festival team, develop and implement plans to broaden and deepen engagement with stakeholder groups.

- Participate in evaluation processes and provide de-brief notes for post event analysis where agreed.
- Liaise with venues and artists/producers at the conclusion of the festival to assist in the collation and maintenance of key statistical requirements for the festival (attendance numbers, number of sold out events etc.) and in consultation with the Chief Executive and festival team, contribute to the development of and assist with, the preparation and collation of information for reports and funding submissions and the servicing of grants for the Festival as may be required.
- Assist with recruitment and, where relevant, management of seasonal festival delivery and project staff.

Other Duties

- Develop and ensure continuation of positive relationships with all stakeholders of the festival across all sectors and assist in the activation of these as proactive advocates for the festival in an ongoing way.
- Attend and participate where appropriate in industry activities and events.
- Keep abreast of current industry trends and issues relating to the festival at a local, State, national and international level.
- Participate as a member of the festival team with regards to broader whole of organisational needs and priorities.

Key Accountabilities

- Ensure delivery of an annual program to program guide stage, incorporating both a leadership curated artistic program year-round (with focus on summer festival period) and festival open access program, with local, national and international contexts, within agreed parameters.
- Ensure a process of evaluation, assessment and learning to ensure continual improvement processes are in place that support the Midsumma Festival organisational culture as a positive, proactive learning organisation.
- Maintain processes and procedures as appropriate to ensure smooth delivery of all elements of the festival's operation.
- Work closely with all Midsumma staff members to find ways to identify and maximize cohesive opportunities for all elements of the Program in a holistic way.
- Be familiar with and adhere to all Midsumma policies and procedures including WHS requirements.
- Actively engage with diverse cultures and communities and assist Midsumma to maintain and further develop a national leadership position regarding artform and arts industry, with broad arts access and inclusion.
- Assist in identifying and preparing funding opportunities specific to programming projects and initiatives where possible.
- Utilise all available resources in the most effective and efficient manner possible.
- Ensure the proper collation of all relevant statistical information and trends.
- Ensure collation of all information and statistical data to assist with post festival evaluations and acquittal reports.

Person Specification

Key required competencies:

- Demonstrated relevant knowledge of and proven experience in presenting / programming of arts with knowledge of multiple artforms and diverse contemporary artistic practice.
- Proven curatorial expertise in contemporary multi arts environments.
- Knowledge of contemporary queer arts practice / aesthetics
- Excellent demonstrated communication skills (written and verbal).
- Proven knowledge of the professional arts industry with national and international context. Knowledge of festivals, events sector or venue / presenter programming preferred.
- Demonstrated committed to the arts.
- Knowledge and/or experience in arts industry development / industry capacity building.
- Knowledge of the requirements for preparation and development of arts funding proposals preferred
- Demonstrated attention to detail, commitment to accuracy, and ability to manage multiple tasks within agreed deadlines.
- Ability to think laterally and a collaborative, constructive, flexible and creative approach to solving problems.
- 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
- Proven ability to work positively as part of a team environment and to actively participate in maintain and developing a positive organisational culture as part of a small hardworking team.
- Demonstrated ability's in developing and maintaining networks.
- Negotiation skills and the ability to deal with difficult situations in positive constructive ways.
- Demonstrated respect and empathy for members of diverse communities, the arts, and in particular members of LGBTQIA+ / DGS communities.
- A collaborative and flexible working style and commitment to broad organisational values and objectives.

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

Desirable Skills

- Familiarity with the Victorian and national arts sector, and Midsumma Festival's core events and programming model.
- Experience in arts administration or festival operations, particularly within a not-for-profit context.
- Proficiency in artist registration and ticketing systems such as Eventotron and Red61.
- Confident use of Microsoft Office tools, especially Outlook, Excel, and SharePoint.
- Experience with digital communication and collaboration platforms such as Microsoft Teams and Campaign Monitor.
- Leadership experience in driving program outcomes and fostering strong professional relationships.
- Demonstrated interest in, or lived experience relevant to, LGBTQIA+ communities.

Employment Conditions:	• Fixed-term Contract (<i>Parental Leave Cover Full Time 6 Months – Approx. March to End of August 2026</i>) • Salary: \$90,000 – \$100,000 per annum (pro rata) plus superannuation • 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.
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Applications Closing: Thursday 30 October 2025

Please submit your CV and a cover letter detailing your relevant experience, addressing the position's key criteria, and why you're excited about this role to: applications@midsumma.org.au

Organisational Values

We are a champion of LGBTIQ cultures, conversations and events. We promote, develop and celebrate LGBTIQ+ 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.

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, and our Equal Participation Policy.