

# POSITION DESCRIPTION








<b>POSITION TITLE:</b>	Festivals Assistant
<b>POSITION NO:</b>	3448
<b>CLASSIFICATION:</b>	4
<b>AWARD / LWAA:</b>	Moreland City Council Enterprise Agreement
<b>DEPARTMENT:</b>	Community Development
<b>BRANCH:</b>	Cultural Development
<b>WORK UNIT:</b>	Arts and Culture
<b>REPORTS TO:</b>	Executive Producer, Festivals
<b>SUPERVISES:</b>	Work placement students or casual staff when required
<b>PREPARED BY:</b>	Manager Cultural Development
<b>APPROVED BY:</b>	Director Community Development

*As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

## 1. POSITION OBJECTIVES:

In accordance with relevant policies, practices and processes, provide a high level of effective and efficient administrative assistance and support to the festivals and events team under the direction of the Executive Producer, Festivals. A particular focus of this role is coordinating stallholder processes for Coburg Night Market and Sydney Road Street Party, including applications and selection process, invoicing and liaison. As well as managing communications relating to event permits and stallholders and contracting artists and suppliers for the festivals program. In addition, the role will provide administrative assistance to the Executive Producer, Festivals.

Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes

## 2. KEY RESPONSIBILITY AREAS:

### Festivals and Events Administration

- Provide administrative assistance in the organisation and delivery of the festivals and events program including, but not limited to assistance with correspondence, particularly monitoring and responding to festival specific email accounts and telephone enquiries, proof-reading documents, filing, setting up internal and external meetings, preparing meeting agendas, booking venues and catering etc.
- Coordinate stallholder process for Coburg Night Market and Sydney Road Street Party, including application and selection process, invoicing and liaison
- Coordinate a minimum of two artist call outs per year, including distributing information to mailing lists, online promotion and compiling applications
- Contract artists and suppliers for festivals program
- Organise artist travel and hospitality for Brunswick Music Festival
- Assist with website, e-newsletter and social media updates for the festivals team and Arts and Culture unit as required
- Provide support to the Executive Producer Festivals in researching, servicing and reporting to sponsors

- Collect and maintain publicity materials, including newspaper clippings, relating to the festivals and events program
- Under supervision undertake purchasing, including research into price, quality, and OH&S implications, as required by Executive Producer Festivals

#### **Continuous Improvement**

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

#### **Occupational Health & Safety**

- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.

#### **Environmental Sustainability**

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

#### **Diversity & Equity**

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

#### **Other duties**

- Required to undertake other duties as directed.
- Assist at festivals and events as required

### **3. ORGANISATIONAL RELATIONSHIP:**

<b>Reports to:</b>	Executive Producer Festivals
<b>Supervises:</b>	Work experience or casual staff when required
<b>Internal Liaison:</b>	Arts and Culture Staff, other Council staff
<b>External Liaison:</b>	Event logistics company, stall holders, artists, suppliers, schools, trader and retail associations, community organisations, arts organisations, suppliers, residents and the general community

### **JOB CHARACTERISTICS RELEVANT TO THE POSITION**

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 4 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 4, Clause 4)

### **4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Accountable to the Executive Producer Festivals for the performance of all duties

- Responsible for planning own work and responding to changes affecting deadlines and priorities
- Responsible for ensuring that records are kept accurate and up to date

## **5. JUDGEMENT AND DECISION MAKING:**

- Sound judgement and initiative is expected, with guidance and advice always available from the festivals staff
- Ability to make independent decisions on the day to day operation of festivals administrative systems
- Ability to be proactive in addressing administration issues that affect the festivals team

## **6. SPECIALIST KNOWLEDGE AND SKILLS:**

- Demonstrated skills and understanding of administrative functions and office practices
- Demonstrated skills and/or understanding of arts administration
- High level proficiency in the use of Microsoft Office applications including Word, Excel and PowerPoint
- Knowledge of Outlook, corporate purchasing, document and records management systems is preferred
- Ability to quickly acquire a broad understanding of Council's organisational goals and the activities and functions of the festivals program
- Ability to organise and present information, work outcomes and concepts in a concise, understandable and interesting format
- Knowledge of customer service and telephone techniques, along with an ability to provide appropriate telephone responses in relation to customer queries

## **7. MANAGEMENT SKILLS:**

- Ability to manage time, set priorities, plan, organise one's own work and achieve set objectives within agreed timelines
- Ability to exercise initiative and suggest solutions to problems
- Ability to adopt a flexible, adaptable approach to work to meet changing demands and service delivery approaches
- Commitment to consistently maintaining high standards of performance

## **8. INTERPERSONAL SKILLS:**

- Consistently positive and cheerful attitude to work, to the organisation, to colleagues at all levels, and the public
- Well-developed interpersonal skills including the ability to relate to people from diverse backgrounds and with diverse experiences
- Effective skills in verbal and written communications
- Ability to effectively work with occasional limited supervision and within a team
- Self-starting and motivated

- Ability to work cooperatively and build positive working relationships to accomplish joint tasks and common objectives
- Contribute actively as a member of the broader Arts and Culture team in a respectful manner
- Ability to discuss and resolve problems in a consultative manner
- Maturity of judgement, resilience and ability to work effectively under pressure

## 9. QUALIFICATIONS AND EXPERIENCE:

- Relevant administrative knowledge and skills gained through a minimum of two to three years of on the job experience
- Demonstrated skills and experiences in administrative procedures preferably in an arts environment
- Experience and/or strong interest in arts and cultural programming and festivals
- High level of communication skills, both written and oral and the proven ability to communicate with a wide range of people
- Document and records management experience

## PHYSICAL REQUIREMENTS OF THE POSITION

### TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	( )	( )	( )	( )
-below 10kgs	( )	( )	( x )	( )
Manual handling frequency	( )	( )	( x )	( )
Repetitive manual work	( )	( )	( x )	( )
Repetitive bending/twisting	( )	( )	( x )	( )
Working with arms above head	( )	( )	( x )	( )
Lifting above shoulder height	( )	( )	( x )	( )
Using hand tools – vibration/powerful	( )	( )	( )	( x )
Operating precision machinery	( )	( )	( )	( x )
Close inspection work	( )	( )	( )	( x )
Wearing hearing protection	( )	( )	( )	( x )
Wearing eye protection	( )	( )	( )	( x )
Working in dusty conditions	( )	( )	( x )	( )
Working in wet/slippery conditions	( )	( )	( x )	( )
Wearing Gumboots	( )	( )	( )	( x )
Wearing safety shoes/boots (steel cap)	( )	( )	( )	( x )
Working with chemicals/solvents/detergents	( )	( )	( )	( x )
Washing hands with soap (hygiene)	( )	( )	( x )	( )
Working at heights	( )	( )	( )	( x )
Working in confined spaces	( )	( )	( )	( x )
Working in chillers (+4 degrees C)	( )	( )	( )	( x )
Performing clerical duties	( x )	( )	( )	( )
Working on a keyboard	( x )	( )	( )	( )

Driving cars and/or trucks	( )	( )	( x )	( )
Other (please specify)_____	( )	( )	( )	( )

Other special features (e.g. nature of chemicals, travelling requirements, etc):

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## 10. KEY SELECTION CRITERIA

- Demonstrated skills and experience in administrative support roles involving considerable customer contact and a wide variety of administrative duties, preferably in an arts environment
- Demonstrated skills and experience in developing and distributing promotional content for website, e-newsletter and social media
- High level of communication skills, both written and oral
- Experience and/or strong interest in arts, culture and festivals
- Well-developed interpersonal skills, including demonstrated experience in supporting people from diverse backgrounds and with diverse experience
- High level of proficiency in the use of the Microsoft Office suite of applications
- Ability to work effectively as part of a team as well as independently
- Commitment to achieving consistently high standards of work
- Experience in stallholder and/or hospitality management

## **SIGNATURE PAGE**

**This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.**

..... Date     /     /  
**(Staff member's signature)**

..... Date     /     /  
**(Supervisor/Manager's signature)**

**Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.**