**POSITION DESCRIPTION**

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| **POSITION TITLE:** | Festivals Officer |
| **POSITION NO:** | 2493 |
| **CLASSIFICATION:** | Band 6 |
| **AWARD / LWAA:** | Moreland City Council Enterprise Agreement 2018 |
| **DEPARTMENT:** | Community Development |
| **BRANCH:** | Cultural Development |
| **WORK UNIT:** | Arts and Culture |
| **REPORTS TO:** | Executive Producer, Festivals |
| **SUPERVISES:** | Relevant staff/contractors (on site during festivals) |
| **PREPARED BY:** | Unit Manager Arts and Culture |
| **APPROVED BY:** | Manager Cultural 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:**

Arts Moreland is seeking an experienced arts leader to join the team. The successful incumbent will work under the supervision of the Executive Producer, Festivals to effectively plan, develop, implement and evaluate a range of community-based festivals and exciting events as well as manage Council’s Event Permit process.

The Arts Moreland festivals program is designed to encourage and support:

* opportunities for artists, in particular the showcasing of local artists and performers where possible
* community participation in arts activity by the whole community and
* strengthening and celebrating the cultural identity of individual communities as well as promoting Moreland’s diverse community

Arts Moreland festivals include the Brunswick Music Festival, Sydney Road Street Party, Glenroy Festival, Fawkner Festa, Coburg Night Market, Coburg Carnivale and Carols by the Lake. In addition, a key component of this role is working with and supporting up to 40 community-run events and activities registered through the Events Permit process and ensuring event compliance in accordance with Council policy and procedures.

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| **Value** | **Statement** |
| Untitled-1_Page_1.png | We acknowledge our main purpose is to work with our Community and customers |
| Untitled-1_Page_2.png | I will support and value others |
| Untitled-1_Page_3.png | I take pride in my work and am responsible for doing it well |
| Untitled-1_Page_4.png | I will do what I say |
| Untitled-1_Page_5.png | We will work within and across the organisation to achieve community outcomes |

1. **KEY RESPONSIBILITY AREAS:**

**Programs and Events**

1. Plan, develop and implement Council presented, community engaged festivals and events within budget constraints.
2. Administer the event permit process and provide support to applicants as required.
3. Assist with preparing funding and sponsorship submissions for events, where appropriate.
4. Work with relevant committees, residents and individuals to identify, plan, develop, implement and evaluate festivals and events.
5. Monitor, document and report accurate budgets related to these events, and operate within agreed budget for events.
6. Deliver quality marketing and publicity for events, including liaison with stakeholders, Council Communications Unit etc.
7. Report regularly to, and take guidance from, the Executive Producer, Festivals regarding all aspects of event management.
8. Responsible for supervising relevant staff/contractors as appropriate and on site during festivals.

Cultural Development

1. In consultation with the Executive Producer, Festivals explore new service or program developments and propose appropriate strategies to respond to community needs.
2. Provide information to residents and the community on local services, developments, programs and special events.

**Contract Management**

1. Manage event infrastructure contractors involved with the delivery of Council managed community events in accordance with Council’s Service Agreement or procurement processes.
2. Ensure contractors adhere to established policy on OH&S requirements.

**Unit and Corporate Responsibilities**

1. Prepare correspondence and reports as required.
2. Work as an effective member of the Arts Moreland team in the achievement of the outcomes of the Unit.
3. Maintain relevant records, file and data collection systems.
4. In consultation with Executive Producer, Festivals plan, develop, and implement a broad range of strategies that address the factors identified as contributing to non-participation in cultural events, programs and services.
5. Undertake regular evaluation of the effectiveness and responsiveness of programs, services and events to ensure that they are responsive to their needs of participants and audiences.

**Continuous Improvement**

* Implement and maintain Continuous Improvement System standards and procedures.

**Occupational Health & Safety**

* Ensure the implementation of safety and risk management systems across all Festivals and Events activities.
* Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
* Demonstrate effective leadership on OHS matters.

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.
1. **ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Executive Producer, Festivals

**Supervises:** Council Officers when required, Contractors, external service providers, artists, volunteers

**Internal Liaison:** Councillors, Branch/Unit Staff, Other Council Staff

**External Liaison:** Local committees and working parties for specific projects and strategies, Other local governments, Business and community associations, residents, regional bodies, funding bodies, State Government departments and authorities

#### 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 6 employee as outlined in the Award (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 6, Clause 6)

1. **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**
2. Responsible for ensuring that programs / events operate within established policies, practices and guidelines of Council and the Arts and Culture Unit, under the supervision of the Executive Producer, Festivals.
3. Responsible for ensuring that all activities are delivered within allocated budgets and within specified timeframes.
4. Accountable for providing accurate information and specialist advice to all internal and external customers, members of the public. The effect of decisions and actions taken in this band on individual clients may be significant but it usually subject to appeal or review by Executive Producer, Festivals.
5. Authorised to contribute formal input into policy development in relation to Moreland festivals programs.
6. Accountable for assisting the unit to strategically and creatively develop innovative and new services and procedures and be proactive in implementing them.
7. Responsible for supervising relevant staff/contractors as appropriate and on site during festivals.
8. Responsible for ensuring that staff, contractors and volunteers comply with Moreland City Council’s Occupational Health and Safety policies and procedures at all times.
9. **JUDGEMENT AND DECISION MAKING:**
* The nature of work is specialised with methods, procedures and processes developed from theory and/or precedent and may involve improving and/or developing these methods and techniques based on previous experience.
* Maturity of judgement, resilience and decision-making is required to resolve problems though the application of known techniques to new situations with the ability to work effectively under pressure.
* Guidance and advice are usually available and is to be sought from the Executive Producer, Festivals or Unit Manager Arts and Culture for major decisions relating to the tasks of this position including proposed alterations to the projected budgets, proposed changes to events or the development of new events.
1. **SPECIALIST KNOWLEDGE AND SKILLS:**
* Programming and event planning, development and evaluation skills particularly in outdoor settings.
* Experience working with diverse artists both in practice and in background, including in the creation of new work, and an understanding of community cultural development principles, motivating community members to participate and providing opportunities for participants to create strengthened relationships with their community.
* Experience in marketing and promoting festivals and events.
* Ability to oversee the requirements for the production logistics, infrastructure and risk management aspects of festivals and events of similar scale and quality of current Moreland festivals and events program.
* Financial management skills, the ability to monitor budgets and deliver projects within budget.
* Expertise in identifying and implementing risk management protocols and plans for events and festivals.
* An understanding of the long-term goals of the functional unit, and of the relevant policies of both the unit and the wider organisation.
1. **MANAGEMENT SKILLS:**
* Skills in managing time, setting priorities, planning and organising one’s own work and where appropriate that of others to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
* An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee development.
* Ability to exercise initiative and find solutions to problems.
* Ability to analyse, investigate and think creatively and to be innovative in achieving the objectives of the Arts and Culture Unit.
* Ability to co-ordinate project and program management, including developing, planning, implementing and reviewing, within agreed timeframes.
* Ability to lead, motivate, supervise and coordinate volunteers, external service providers and community groups.
1. **INTERPERSONAL SKILLS:**
* Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
* Well-developed written and oral communication skills with an ability to relate to people from diverse cultural backgrounds and prepare correspondence and reports.
* Excellent customer service skills and a strong commitment to excellence in service provision to all sections of the community.
* Ability to work productively and effectively as a member of a team.
* A solid understanding of, and commitment to, inclusive arts and cultural practices.
* Ability to discuss and resolve problems in a consultative manner in consultation with the Executive Producer, Festivals and an ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.
1. **QUALIFICATIONS AND EXPERIENCE:**
* A tertiary qualification in Arts, Arts Management, Community Cultural Development Event or Production Management or a related discipline with relevant experience.
* Relevant experience in festival and event planning.
* A current Victorian Licence is useful but not essential.
* A First Aid 2 certificate is preferable.
* Experience in local government is useful but not essential.
1. **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.

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

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

Woking long days and occasional weekends

1. **KEY SELECTION CRITERIA**
* A tertiary qualification in Arts, Arts Management, Community Cultural Development, Event or Production Management or a related discipline with relevant experience.
* Demonstrated skills in planning, programming, delivery and evaluation of festivals and events with diverse communities and a variety of stakeholders.
* Demonstrated ability to deliver quality and innovative outcomes within tight timelines and within budget.
* Demonstrated skills in developing, implementing and overseeing internal and external Risk Management Plans and OH&S Procedures.
* Demonstrated ability to think analytically, strategically and creatively and to develop innovative and new services and procedures and be proactive in implementing them.
* Excellent communication skills and the ability to work effectively with a wide variety of community members and stakeholders.
* Experience in the creation and implementation of marketing, PR, sponsorship and evaluation plans.
* Experience and/or interest in community engagement and community cultural development projects.
* Demonstrated skills in managing a range of administrative processes including issuing and managing event permits, contracts, financials and logistics.

**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.**