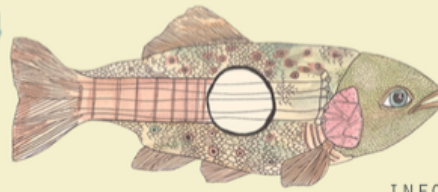


CYGNET JAN 12-14 2018 FOLK FESTIVAL



CYGNET FOLK FESTIVAL
PO Box 2 CYGNET
7112
PH: 6287 6954

INFO@CYGNETFOLKFESTIVAL.ORG
WWW.CYGNETFOLKFESTIVAL.ORG

CYGNET FOLK FESTIVAL - FESTIVAL COORDINATOR POSITION DESCRIPTION

Duration: 12 months fixed term contract, open to extension, expected to commence in Feb/Mar 2018

Conditions: Part-time, averaging 16 hours per week, employee to provide own office.
Probation period of one month.

Remuneration: Salary package of \$55,000 - \$65,000 pro rata commensurate with experience

Reports to: Huon Folk Inc Management Committee

Summary of Role: The Festival Coordinator is one of two part-time paid positions for Huon Folk Inc and conducts the day to day running of the association as well as acting as the event coordinator for the major event on the second weekend of January each year. The Festival Coordinator works closely with the Artistic Director and collaborates with this person on the delivery and direction of the event. The Festival Coordinator is expected to supervise other contracted staff members.

Selection Criteria - Necessary

- Event management and/or strong organisational management skills
- Strong computer skills in Word, Excel and Databases
- Good verbal, written and negotiating skills
- Good understanding of financial management
- Liaising and negotiating skills
- Ability to work unsupervised and complete tasks on time

Selection Criteria - Desirable

- Demonstrated experienced in a similar fast paced project management environment
- Good understanding of association governance requirements

Applications

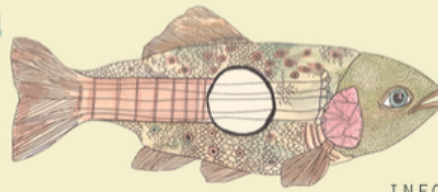
An Application letter addressing the selection criteria (max. 3 pages) and CV (max. 2 pages), should be addressed to the President, Huon Folk Inc.

Email applications to info@cygnetfolkfestival.org with POSITION VACANT as the subject.

Applications close at midnight on Friday 24 November 2017.

For further information please contact the Festival Coordinator in the first instance on 6287 6954 or info@cygnetfolkfestival.org

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Duties

To undertake a variety of tasks as directed by the elected committee of Huon Folk (Inc), including, but not confined to, the following general list:

- Collect and deal with postal mail.
- Monitor, and respond to emails received at info@cygnetfolkfestival.org or any other festival email address(es) in a timely fashion
- Accept and respond to telephone calls on the festival landline number.
- Attend committee meetings and record minutes of those meetings with the aim of circulating those minutes to committee members within 7 days of the meeting.
- Actioning in a timely manner the relevant matters raised in these minutes
- Liaise with committee members concerning the preparation of the agenda for meetings.
- Under the direction of the Treasurer, settle creditor accounts.
- Supervise and liaise with the appointed bookkeeper who will record invoices in xero.
- Liaise with business groups, venues, Huon Valley Council and other stakeholders.
- Liaise with committee members and crew. However, face to face meetings should be kept to the minimum to minimise travel time and expense.
- Monitor and implement the detailed timeline of tasks for the organisation of the Festival.
- Monitor and implement the Festival Budget including monthly reporting of income and expenditure to the Management Committee.
- Supervise contracted crew, update position descriptions.
- Recruit, train and supervise crew and volunteers as necessary to deliver the festival
- Coordinate the preparation of material for the Festival Programme.
- Coordinate the preparation of signage for the Festival as required.
- Assist the webmaster with keeping the web site information up to date and relevant.
- Further develop Festival sponsorship using previous year's experience. Any enquiries from large commercial sponsors to be put before the committee for consideration.
- Undertake grant acquittals as required.
- Provide your own office space, printer and scanner. The committee will consider any requests for office equipment to maintain as the property of Huon Folk Inc.
- Manage the workload of the Festival Coordinator to fit within the prescribed budget.
- Maintain insurance policies.
- Archive and regularly backup of digital resources, maintaining the stocktake register.
- Liaise with the bookkeeper and accountant to prepare the yearly accounts for the auditor.
- Manage membership for Huon Folk Inc.
- Ensure the conduct of the organisation is in line with the Constitution and policies.
- Assist with production, billeting and transport arrangements for performers.
- Book site infrastructure and services for the event.
- Obtain all necessary licenses, permits and consents to conduct festival activities.
- Liaise with the Cygnet Arts Council in regards to the Arts Market in Loongana Park.
- Maintain HFI policies and procedures as directed by the Management Committee.
- Update the Production Schedule, Risk Assessment and Operations Plan for the event.
- Manage ticketing for the festival.
- Undertake some marketing duties in collaboration with the Artistic Director.
- Monitor and continually improve festival database systems.