

## River Festival Coordinator – Position Description

### **Festival Vision:**

*“An opportunity to celebrate the beauty of the Bellinger River together; to reflect on its history, understand the current issues and move forward as a community to nurture and value it into the future.”*

### **Overall Responsibility:**

To organize and provide core direction for the Bellinger River Festival for September 2011.

### **Objectives:**

- Create a fun, relaxed festival vibe with a range of activities and entertainment that encompasses the overall vision for the festival.
- Ensure all logistical and organizational matters are addressed within the required time frames during the lead-up to the festival.
- Conduct an efficient and effective festival program on the day.
- Manage festival financials to ensure that the event is delivered within budget.

### **Personal Skills and Abilities:**

- Previous experience in event management.
- Experience in working with volunteers and ability to enthuse volunteers.
- Understanding and ability to incorporate the principles of sustainable event management into the festival.
- Ability to communicate effectively and co-operatively with the community and other professionals involved in organising the River Festival.
- The skills and ability to work effectively within a collaborative team together with an ability to work with a minimum of supervision.
- Ability to present accurate, clear, concise and timely reports on matters relevant to the River Festival.
- Ability to prioritise and manage multiple aspects of the festival program.
- Ability to work under pressure and meet deadlines.
- Knowledge of contracts.

### **Duties:**

- Work with the River Festival Organising Group to create and finalise an event name, logo and branding, overview and concept diagram.
- Program entertainment/schedule in consultation with the River Festival Organising Group.
- Liaise with artists, lighting, sound production and staging suppliers.
- Direct and assist all other managers and coordinators as necessary.

- Effectively manage financials to ensure the festival is within budget.
- Manage the marketing of the event, including press releases and co-ordination of other media opportunities.
- Assist and motivate volunteers to work proactively and cooperatively to foster a safe, harmonious and inclusive event.
- Prepare a risk assessment for the event and develop an Emergency Management Plan.
- Submit a Council Development Application and obtain other relevant agency approvals.

### **Selection Criteria**

- 1. *Describe your involvement in organising events in the past.***
- 2. *If successfully appointed, outline the key steps that you would undertake to ensure a successful river festival event.***
- 3. *Describe a time when you have established and maintained momentum in a group of volunteers to achieve a positive outcome.***

### **Additional Information**

- Position is a temporary contract position from time of appointment until completion of festival event (with a total budget allowing for 150 hours employment).
- Successful applicant must provide an ABN and invoice Transition Bellingin for payments. Workers compensation / public liability insurance recommended.
- An additional allowance will be paid for use of own computer, car & phone.
- It may be necessary for the successful candidate to work outside of normal business hours and commit their time in-kind, above and beyond the employment contract.

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

- Ensuring all work is performed in accordance with requirements of the Health and Safety legislation
- Taking reasonable care for their own Health and Safety as well as that of others
- Having an understanding of the Health and Safety requirements associated with their employment
- Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor
- Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.
- Working in accordance with relevant competency standards

## Advertisement

### Bellingen River Festival – Coordinator Wanted

*An opportunity to celebrate the beauty of the Bellinger River together; to reflect on its history, understand the current issues and move forward as a community to nurture and value it into the future.*

Transition Bellingin is seeking a motivated and inspiring individual to provide core direction for the Bellinger River Festival on September 11<sup>th</sup>, 2011. Previous experience in event management is highly desirable. Position will be a contract arrangement \$25/hr plus allowances. For more information please email: [bellingen-river-festival-organising-group@googlegroups.com](mailto:bellingen-river-festival-organising-group@googlegroups.com) or contact Andrew: 0488 260 534.

Applications Close Thursday 21<sup>st</sup> April 2011