



Festivals and Events Officer - Position Description

The Festivals and Events Officer is responsible for the development and implementation of the 2021 Desert Festival and any other events for Red Hot Arts Central Australia (RHACA).

The Festivals and Events Officer in consultation with the General Manager, will work with the Board and relevant stakeholders (government departments, venues, organisations and business owners) to design, plan, manage and implement the artistic and technical delivery of RHACA's Desert Festival and other events in 2021.

Contract, conditions and hours of work:

This position is offered for a six month period, subject to a to a one month probation period, and may be extended depending on funding.

This is a full-time position for six months, 38 hours per week. The salary for this position is between \$60,000 to \$65,000 pro rata per annum inclusive of leave entitlements.

Key responsibilities:

- Work with the General Manager and Board to present the 2021 Desert Festival and any other events
- Provide monthly reports for the Board
- Work with the team to foster stronger communication, and networking for the arts and cultural sector
- Establish and maintain relationships with venues to improve their capacity to host arts and cultural events
- Overall responsibility for the artistic vision and programming of the Desert Festival in line with the organisation's aims
- Development and implementation of the Desert Festival and within a team environment
- Identify and negotiate participating artists and events (local and national) that complement the Desert Festival, and the Alice Springs creative environment
- Manage, supervise and contract Desert Festival and event and project staff for commissioned and contracted projects in accordance with the organisation's operational policies and procedures
- Initiate sponsor and corporate relationships
- Network with other arts organizations and community groups to increase the visibility of the organisation and to encourage collaboration.
- Nurture strong relationships that ensure maximum community participation by artists, individuals, community groups, organisations and local businesses
- Establish and maintain relationships with key stakeholders (artists, venues, business owners, government bodies and other local organisations).
- Maintain strong collaborative working relationships with other staff.
- Prepare, monitor and implement detailed project management plans, timelines and strategy's including logistics, operational and risk management requirements for events and activities
- Negotiate and liaise with suppliers for the timely and cost-effective delivery of the required production and technical, resources, services and equipment
- Negotiate all necessary permits and insurances for events which come under the banner of the organisation
- Work closely with the General Manager and the Communications and Media Officer to develop marketing strategies
- Identify and manage funding applications, agreements, reports and acquittals
- Identify and manage sponsor agreements to increase revenue streams for the organisation

- Develop and monitor event budgets in consultation with the General Manager and Treasurer.
- Ensure a process of debriefing and evaluations occurs at the conclusion of events, documenting specific outcomes
- Coordinate in-depth event reporting inclusive of both qualitative and quantitative data and respective event subcontractor/coordinator reports

SELECTION CRITERIA

Essential

- A minimum of three (3) years' experience in the planning and implementing of events
- An understanding of risk management issues and strategies relating to major events
- Demonstrated ability to manage and supervise staff/contractors
- Demonstrated organisational skills, accountability and project management skills with attention to detail and proven ability to plan and prioritise
- Well-developed interpersonal skills with proven ability to negotiate and gain cooperation of others to resolve issues including contract negotiation and advocacy skills
- Proven ability to manage work independently and communicate effectively with a strong commitment to working collaboratively
- Proven financial skills with experience in developing, monitoring and managing budgets and preparing funding and sponsorship applications, reports and acquittals
- Demonstrated high level computer and administration competency
- Current NT Drivers' License, or willingness to obtain
- Current NT Working with Children Clearance (Ochre Card), or willingness to obtain
- Established networks with local and national arts sectors
- Knowledge of the Central Australian arts sector and demonstrated understanding of and commitment to Community Cultural Development.

TO SUBMIT YOUR APPLICATION

Please include a cover letter, response to the selection criteria, your current Resume and three contactable referees.

Monday 17th May 2021

FOR FURTHER INFORMATION PLEASE CONTACT:

Ali Copley, Red Hot Arts, General Manager on E: gm@redhotarts.com.au

Please visit www.redhotarts.com.au for information about the organisation.