



## JOB AND PERSON SPECIFICATION

### COORDINATOR, FESTIVAL FLEURIEU 2019

#### Position Context

Festival Fleurieu is a biennial community festival celebrating arts, heritage, landscape and community. For over a decade artists and community groups of the Fleurieu Coast have rallied to share their talents and passion for our special region. This ten day Festival embraces our local community and intra/interstate visitors by showcasing the following:

- History and Heritage
- Music and Performance
- Artist Studio Trail and Exhibitions
- Literature
- Food and Wine
- Young People and Family Activities

#### Festival Dates

Running from Saturday 13 April to Monday 22 April (10 days) including school holidays and Easter Weekend

#### Location

The Fleurieu Coast

#### Responsible to

The Festival Fleurieu Board

#### Commencement Date:

April 2018

#### Remuneration

An honorarium of \$13,000 plus expenses

#### Key Relationships

Festival Fleurieu Board Members  
Planning Group Members  
Sub-Committee Members

#### Personal Attributes

We are looking for an enthusiastic coordinator who has an interest in the arts and shares a passion for the beauty of our region. The ideal candidate will:

- ✚ Possess negotiation skills to work with the Festival Fleurieu Board, Yankalilla District Council and other stakeholders.
- ✚ Have networks in the arts and entertainment fields to access appropriate and quality events of relevance to the Fleurieu Coast.
- ✚ Have a willingness to motivate members of the community to collaborate in projects which enhance the region.
- ✚ Be flexible in how and where time is given to the Festival.
- ✚ Possess strong communication and writing skills.

Festival Fleurieu Association Inc.

PO Box 559, Yankalilla S.A. 5203 | [admin@festivalfleurieu.com.au](mailto:admin@festivalfleurieu.com.au) | ABN: 26 404 536 012

[www.festivalfleurieu.com.au](http://www.festivalfleurieu.com.au)

*Art from the Heart of the Fleurieu Coast*



### Technical Skills

- ✚ Computer literacy in Microsoft software and a sound knowledge of the internet and social media, ie Facebook/Instagram
- ✚ Current driver's licence

### Desirable

- ✚ Experience in grant application and budgeting
- ✚ Able to present to media via radio, video, print and social media

### Position Description

- ✚ Organise, promote and coordinate the business activities of Festival Fleurieu 2019.
- ✚ Work with the Planning Group, sub-committees and event convenors to source events, artists and performers for the 2019 Festival to attract visitors to the district, while enhancing local and community involvement
- ✚ Communicate effectively with sponsors, local business, Yankalilla District Council, Festival Board, community groups and other associated persons to help identify and develop events.
- ✚ Ensure the majority of events showcase local talent and expertise in presenting the arts, culture, community and environment of the Fleurieu Coast.
- ✚ Negotiate the engagement of performers and contributors to Festival activities with the assistance and guidance of the Planning Group.
- ✚ Work with convenors to present events of high quality that are appropriately resourced and held in suitable venues.
- ✚ Work with the Planning Group to plan a number of "flagship" events relating to the arts or cultural experiences not usually available in the area.
- ✚ Encourage local business and community groups to be highly visible contributors to the Festival.
- ✚ Ensure the Festival program has a balance of events and venues covering the areas identified above, without "flagship" events being compromised.
- ✚ Work with the newly employed Regional Arts Officer to build on knowledge and networking within the region